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personnel operations

This is a combined reprint of
Transmittal Letters 6, 7, 8, 9, & 10

PERSONNEL SERIES
Handbook P-11

P1.31/5:

U.S. POSTAL SERVICE
WASHINGTON, DC 20260

Handbook P-11
PERSONNEL OPERATIONS

May 1, 1984
Transmittal Letter 10

A. Material Transmitted

Transmittal Letter 10 of Handbook P-11, Personnel Operations.

B. Filing Instructions

1. File this letter.
2. Remove sheets headed / Insert sheets headed:

Remove sheets headed:	Insert sheets headed:
620 . . . 3 sheets	620 . . . 4 sheets

C. Explanation of Changes

In conjunction with a nationwide Official Personnel Folder (OPF) cleanup campaign being conducted by the Employee Relations Department and the Records Office, subchapter 620 is now updated to provide the latest information on the types of forms that may be filed in an OPF.

D. Distribution

Same as TL-6, dated May 30, 1980, with the addition of the National Information Systems Development Center (NISDC).

Nancy L. George

Nancy L. George
Assistant Postmaster General
Employee Relations Department

This is a combined reprint of Transmittal Letters 6,7,8,9,& 10

U.S. POSTAL SERVICE
WASHINGTON, DC 20260

Handbook P-11
PERSONNEL OPERATIONS

October 1, 1983
Transmittal Letter 9

A. Material Transmitted

Transmittal Letter 9 of Handbook P-11, Personnel Operations.

B. Filing Instructions

1. File this letter.

2.

Remove sheets headed:		Insert sheets headed:	
Contents Overview	1 sheet	Contents Overview	1 sheet
Contents	5 sheets	Contents	5 sheets
215.1	12 sheets	215.1	12 sheets
261.274	6 sheets	261.74	6 sheets
311.51	6 sheets	311.51	6 sheets
343.2	1 sheet	343.1	1 sheet
542.3	5 sheets	542.3	8 sheets
611.312	54 sheets	611.312	54 sheets

C. Explanation of Changes

1. **Exhibit 241.9** (p. 8) has new information concerning Campaign Badges and Expeditionary Medals.

2. **Section 313.2** has new language concerning illegal strike activity.

3. **Subchapter** 540 supersedes Postal Bulletin 21299 dated 5-21-81, and all subsequent Postal Bulletin articles published through 10-1-83 concerning the nonbargaining selection procedures in this subchapter. The changes announced in Postal Bulletin 21455 dated 4-26-84 remain in effect.

4. **Section 542.334.** The SCM's request for eligibilty, qualification, and suitabiltiy investigation for outside applicants for postmaster positions now goes directly to the Division Inspector-in-Charge; a copy of the request goes to the Regional Chief Inspector.

5. **Exhibit 544.1 - footnote (1).** The six-grade limitation is waived when outside recruitment is authorized.

6. **Section 544.122e.** Exempts PCES candidates from the time-in-grade rule.

7. **Section 544.232.** Expanded instructions on writing the "qualifications" paragraph of the vacancy announcement when there is no published qualification standard in EL-302.

8. **Section 544.32.** If an evaluating supervisor is also a candidate for the vacancy, the supervisor prepares the recommendation and an explanation to that effect on the Form 991.

9. **Section 544.511.** Language revised to stress the independence and accountability of the review committee.

10. **Section 544.522.** RPMG may delegate to RD the authority to name review committees up to EAS-22.

11. **Section 544.537.** When filling certain mail classification or other technical jobs, a Headquarters or Regional employee may serve on the review committee.

12. **Section 544.822.** The 60-day limit on details is not applicable to PCES candidates, except in filling postmaster positions.

13. **Section 544.85.** First consideration for details and special assignments will be given to nonbargaining employees.

14. **Section 611.3** changed to update Exhibit 611.321 (p. 3), Element Entry Descriptions; Exhibit 611.322, Nature of Action Codes; and Exhibit 611.329a to add new language concerning leave computation dates.

15. **Sections 612.25, 612.43, and 612.55** changed to add exhibit and instructions on new element 47, code for Form 50 processing of Retired Military -- New Hires.

16. **Subchapter 612** changed part .833 to include new element 47.

17. **Section 614.7** changed to add new section 614.74 concerning PCES reasssignment code 927.

D. Distribution

Same as TL-6, dated May 30, 1980, with the addition of the National Information Systems Development Center (NISDC).

Nancy L. George
Assistant Postmaster General
Employee Relations Department

U.S. POSTAL SERVICE
WASHINGTON, DC 20260

Handbook P-11
PERSONNEL OPERATIONS
Transmittal Letter 8

A. Material Transmitted

This partial revision of Handbook P-11 provides new policies and revisions of several established procedures relating to recruitment and hiring activities.

B. Filing Instructions

Remove pages headed:		Insert pages headed:	
Contents	5 sheets	Contents	5 sheets
123	1 sheet	123	1 sheet
241.324	4 sheets	241.324	4 sheets
252.1	1 sheet	252.1	1 sheet
263.22	4 sheets	263.22	4 sheets
313.92	4 sheets	313.92	3 sheets
322.22	4 sheets	322.132	5 sheets
611.41	2 sheets	611.329	3 sheets
612.25	1 sheet	612.25	1 sheet
Exhibit 612.623	1 sheet	Exhibit 612.623	1 sheet
614.34	1 sheet	614.34	1 sheet
Exhibit 614.324	2 sheets	Exhibit 614.324	2 sheets
614.73	1 sheet	614.73	1 sheet
621.31	2 sheets	621.31	2 sheets
Appendix E (1-5)	3 sheets	Appendix E (1-5)	4 sheets

C. Explanation of Changes

Section 124.1 has new section f.
Part 125 has new section j concerning examination information.
Section 241.41 has new information concerning DD Form 214.
Section 241.5 has new section .56 - **Claims for Widow and Widower Preference.**
Section 252.1 has been changed to include procedures for annotating and filing register cards.
Section 261.36 has been renumbered to add a new section concerning Form 1653.

Section 265.7 has been changed to include new procedures on objection/passover of CPS veterans.
Section 313.9 has some revised language.
Section 316.2 has new sections .22 and .23 concerning procedures for Form 85, Nonsensitive Security Clearance.
Subchapter 320 has new changes concerning medical suitability/unsuitability procedures and new procedures for CPS veterans (30% or more), including new sections 324.11 and 324.12.
Section 332.3 has new language concerning vehicle driving requirements.
Section 343.5 has been changed to add information concerning disability retirement.
Section 611.314 has new part e concerning the employee's copy.
Section 611.4 has been completely revised to include language concerning EEOC.

D. Distribution

Same as TL-6, dated May 30, 1980. See Section D (Distribution) of that transmittal letter.

Nancy L. George

Nancy L. George
Assistant Postmaster General
Employee Relations Department

U.S. POSTAL SERVICE
Washington, DC 20260

PERSONNEL OPERATIONS
Personnel Handbook P-11

Transmittal Letter 7
October 4, 1980

A. MATERIAL TRANSMITTED

This transmits Subchapter 540 of Handbook P-11, which gives the policies and procedures for filling most kinds of non-bargaining unit positions. Excluded positions are listed in 541.1. Other changes to TL-6 are also transmitted.

B. FILING INSTRUCTIONS

Remove pages headed:		*Insert pages headed:*	
Contents—Overview	1 sheet	Contents—Overview	1 sheet
Contents 612.84–633.32	2 sheets	Contents 611.63–633.22	2 sheets
Exhibit 112	1 sheet	Exhibit 112	1 sheet
272.31	1 sheet	272.2	1 sheet
343.52	1 sheet	343.2	1 sheet
539.35—Exhibit 530-A	2 sheets	539.35—545.12	7 sheets
Exhibit 611.329j(p.1)	1 sheet	Exhibit 611.329j (pp.1 & 3)	2 sheets

C. EXPLANATION OF CHANGES

1. Exhibit 112 and section 272.12 reflect that the authority to approve reopening entrance examination is with the next higher management level.
2. Exhibit 530-A and B have been corrected.
3. Section 540 supersedes Postal Bulletin 21140, dated 3-16-78.

   Major changes include:

   a. A time-in-grade requirement before applying for promotion;

   b. Separate consideration of employees who apply under a vacancy announcement for reassignment or a lower grade position;

   c. Removal of the requirement to expand the area of consideration if fewer than three applicants or recommended candidates are available;

   d. Limitations on the normal expansion of the area of consideration;

   e. Written samples of past work may be required;

   f. Removal of the requirement to have a review committee if five or fewer applications are received;

g. Contents and retention period are specified for vacancy files.

4. Exhibit 611.329j corrects the unemployment compensation code chart. Codes 618 through 669 were omitted from TL-6.

D. PEN AND INK CHANGES

Make the following write-in changes to TL-6 of this handbook:

1. Delete the last sentence of 215.3, which reads, "However. . . points."
2. Change 251.338a, *Group 2*, to read, "All *other* persons entitled to veteran preference."
3. Delete the last sentence of 331, which reads, "See Exhibit 332-334. . . for those conditions."
4. Change the paragraph heading number *533.342* (Supervisor Assessment) to *533.343*.
5. In 611.312a, change *7 days* to *5 days*.
6. In 614.823b, change *accounting* to *appointing*.
7. In 621.711a, change the reference *621.41* to *621.42*.

E. DISTRIBUTION

Same as TL-6, dated May 30, 1980. See section D (Distribution) of the transmittal letter.

Nancy L. George
Assistant Postmaster General
Employee Relations Department

READEX FICHE

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U.S. Postal Service
Washington, D.C. 20260

PERSONNEL OPERATIONS
Personnel Handbook P-11

Transmittal Letter 6
May 30, 1980

A. MATERIAL TRANSMITTED

This transmits a complete revision of Handbook P-11. This material gives selection methods, procedures for recruiting and examining, and instructions for employment, placement, reassignment, and promotion in the Postal Service, except for Officer positions. This material has selected application to Headquarters (including ASF) positions. Chapter 6 provides instructions for processing personnel paperwork for *all* USPS personnel actions.

B. PURPOSE

To replace Transmittal Letters 4 and 5, incorporating major changes in procedures made subsequent to those issues, and providing improved guidance to postmasters, personnel officers, and others listed in D, Distribution.

C. FILING INSTRUCTIONS

Remove all previous TLs and replace with this transmittal.

D. DISTRIBUTION

1. Initial. This handbook is furnished to all CAG A through K offices, bulk mail centers, regional offices, district offices, inspectors in charge, medical officers, and others directly involved in implementation and/or enforcement of the policies and procedures described in this handbook.

a. Post Offices

CAG	*Quantity*
A	12
B	6
C-D	3
E-G	2
H-K	1
L	0

b. Other Facilities

Facility	Quantity (each)	Facility	Quantity (each)
ADPCs	1	NTAC	11
Bulk Mail Centers	2	PDCs	2
Districts	2	PEDCs	1
EASC	1	Procurement Services Offices (PSOs).	1
ELRICs	4	PST&DI	
FREBOs	1	Bethesda	150
Headquarters units	varies	East Coast Field Center	6
Inspectors in Charge	10	Midwest Field Center	6
Mail Equipment Shops	1	Southern Field Center	6
Mailbag Repair Centers & Depositories	1	West Coast Field Center	6
MTSC	1	Oklahoma (Tech Center)	1
MSCs	4	Regional Administration Branches	50
Mechanization Overhaul Centers	1	Regional Chief Inspectors	1
Medical Officers	1	Stamped Envelope Agency	1
Money Order Division	1	TMOs	1

2. Additional Copies. Authorized holders may order on Form 1286, *Request for Postal Publications.*

E. INTERPRETATION AND COMMENTS

1. EEO Consideration. Where the singular pronoun *he, his,* or *him* is used in this handbook, it is used in the generic sense and therefore applies to females as well as males.

2. Exhibits. Exhibits of more than one page are generally placed at the end of the chapter or subchapter to which they refer, and are listed in the Contents.

3. Questions or Problems. If you have difficulty understanding any material in this handbook, or suggestions for improving any USPS form or procedure referred to in this handbook, send a memo through management channels to:

General Manager
Employment & Placement Division
Employee Relations Department
USPS Headquarters
Washington, D.C. 20260

Nancy L. George

Nancy L. George
Assistant Postmaster General
Employee Relations Department

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Chapter 1
General Information

110 Overview

111 Scope

This handbook provides recruiting, examining, and selection procedures for the U.S. Postal Service. These instructions govern employment, placement, reassignment, promotion and personnel actions for field employees (including districts and regions). They have limited application to Headquarters employees.

112 Approval and Appeal

Exhibit 112 lists the levels of approval and appeal required for personnel actions covered in this handbook.

113 Policy Considerations

The Employee and Labor Relations Manual (ELM) and appropriate collective bargaining agreements also provide policy and guidance in personnel operations. Procedures prescribed in this handbook must not be followed in any case where they conflict with provisions of current or future collective bargaining agreements.

120 Responsibilities of Officials

121 Assistant Postmaster General, Employee Relations

121.1 Office of Human Resources develops policies, methods and procedures for recruiting, selecting, appointing, assigning, reassigning, and promoting employees.

121.2 Employment and Placement Division:

a. Develops instructions controlling the selection and appointment of examination specialists and the establishment of examination points; the use and administration of examinations; and operations of the National Test Administration Center (NTAC).

b. Develops and validates examinations and other selection devices.

c. Provides instructions, assistance, and technical guidance to regional personnel in the administration of policies and programs related to employment and placement, including the auditing of hiring practices and procedures.

121.3 Office of Equal Employment Opportunity develops and implements national programs and policies for ensuring equal employment opportunity; monitors compliance with Postal Service policy; and determines compliance with federal laws, regulations, directives, and policies.

122 Regional Postmaster General

122.1 General Responsibility

The Regional Postmaster General (RPMG) implements the national policy and procedures within a region. The appointing authority of postmasters and installation heads may be withdrawn or restricted for cause. When indicated, the RPMG provides assistance to installations in developing specialized recruiting and selection methods; institutes necessary corrective action based on audit reports or other evidence of discrepancy; and authorizes appointing officers to broaden the area of consideration, when necessary to ensure an adequate selection of highly qualified candidates to fill vacancies.

122.2 Examining Program

The RPMG:

a. Establishes examination points.

b. Provides support to installations in obtaining prompt and complete examination service.

c. Administers the examination program in the region and institutes corrective action as required.

122.3 Equal Employment Opportunity (EEO)

The RPMG ensures adherence to EEO plan of action and Office of Personnel Management EEO regulations and policy.

123 National Test Administration Center

The NTAC Field Manager:

a. Stocks examination materials and distributes them to postal installations and to examination points as required.

b. Performs programming and systems development required to carry out assigned tasks.

c. Scores examinations.

d. Generates and distributes reports of rating, register cards, and control cards.

e. Provides statistical analyses as directed.

f. Maintains tape files and other appropriate records of examination results.

g. Reports possible loss or compromise of examination materials to the APMG, Employee Relations or designated representative.

h. Certifies examination specialists and clerks. Provides functional instruction to examiners.

124 Sectional Centers and CAG A-J Offices

124.1 Examining Program

Heads of these installations:

a. Recommend the opening and reopening of examinations as required by the needs of the installation.

b. Select the examination specialist and road test examiner where these positions are authorized and provide administrative and functional direction in the performance of their duties in the examining program.

c. Ensure security of examination materials where an examinations specialist is not authorized or where there is a vacancy in the position.

d. Provide facilities and personnel required for administration and supervision of examinations.

e. May order inservice examination materials.

f. MSC's approve the opening of examinations in associate offices.

124.2 Recruitment, Selection, and Promotion

Heads of these installations:

a. Maintain adequate registers of eligibles for positions within the installation.

b. Announce and publicize examinations.

c. Make careful and accurate evaluation of eligibles to ensure that they meet suitability and medical fitness standards.

d. Ensure that appointments and promotions are not in violation of requirements and restrictions, both statutory and regulatory.

e. Select the successful candidate to fill authorized vacancies.

f. Ensure that registers are maintained according to current regulations and that restorations to the register and transfers of eligibility are made promptly.

g. Ensure that promotions are made properly, that the selected candidate meets the qualification standards, and that adequate documentation is available to audit the selection process.

h. Ensure that special emphasis employment programs are administered with consideration for the participants and concern for reasonable standards of productivity.

124.3 Equal Employment Opportunity

The heads of these installations function as EEO officer for the installation, in accordance with appropriate laws, executive orders, or regulations.

125 Examination Specialists

Examination Specialists:

a. Furnish information, accept applications, and schedule applicants to take examinations.

b. Administer examinations according to the directions for conducting the exam (DFCs) provided by NTAC.

c. Train other examiners in their duties, and in the duties of the specialist, so they may function during the specialist's absences.

d. Requisition and store an adequate supply of examination materials, and provide for their security.

e. Report unusual circumstances, loss of examination materials, and possible compromises of examinations to the installation head and to NTAC.

f. Ensure that there is an adequate number of examiners scheduled and available for administering exams.

g. Ensure that adequate space is available for administering exams.

h. When directed by NTAC, make provisions for special scoring of entrance-level exams.

i. Reply to inquiries concerning the functions of the examination center; prepare and submit regular and special reports, as required.

j. May maintain registers and issue hiring worksheets.

126 Postal Medical Officers

Medical officers:

a. Review all pre-employment medical examination results, and make determinations of medical suitability.

b. Determine duration and type of activities suitable for individual employees assigned to limited or light duties.

127 Postal Inspection Service

As directed, postal inspectors may investigate any related area, including, but not limited to:

a. Alleged or suspected cheating during examinations.

b. Falsification of information pertaining to employment.

c. Lost or stolen test material; security of exam material.

Summary of Required Review, Approval, and Appeals

Section Reference	Type of Action	Required Approval
Required Review or Approvals		
218.1	Negative Restoration Decision (military)	Merit Systems Protection Board
253.1	Canvass of hiring register	District Manager
254.4 & 254.6	Establishing or changing area registers	Regional General Manager, Employee Relations
261.25	Reemployment of Annuitants	SAPMG, E & LR
261.321e	Authorization to hire from application file	Regional Director E & LR
263.2	Use of optional hiring procedure-LSM	Regional Director, E & LR
265.7	Nonselection of veteran	SC or District Director, E & LR
271.12	Reopening registers (except AERs)	Next higher level
311.51c	Special consideration of past unsuitable eligible	District Director, E & LR
311.51e	Consideration of former Federal employee removed for cause	District Director, E & LR
312.13	Lower minimum age limit	RPMG
312.334	Hiring or promotion of a postal manager's relative	Next higher level
312.342	Emergency hire beyond one month	RPMG
313.1	Suitability questions	District Director, E & LR
313.53	Hire of past unsuitable work record eligible	District Director, E & LR
313.7	Sex consideration	Regional Director, E & LR
Appeals of Unsuitability Determinations		
313.96	Drug user	Regional General Manager, Employee Relations
315.3	Non-medical	Regional General Manager, Employee Relations
326.43	Medical	Regional General Manager, Employee Relations

This chart is a summary of P-11 approval references and is not reflective of greater restrictions which may be imposed by intermediate organizational levels.

Exhibit 112. Summary of Required Approval and Appeals for P-11 Actions

Chapter 2
Recruitment and Selection

210 General

211 Need For Recruitment

211.1 Responsibility

.11 Forecasting. The installation head is responsible for forecasting the recruitment requirements in the installation in sufficient time to assure that there are qualified persons available for appointment. In so doing, consideration must be given to the number of anticipated vacancies, the size of the available register, and the status of the suitability determinations of eligibles. If an insufficient number of qualified eligibles is available, arrangements must be made to open the examination. When making arrangements to open an entrance examination, District EEO Personnel must be alerted to provide lead-time for Affirmative Recruitment.

.12 EEO Considerations. The installation head is responsible for the implementation of an equal employment opportunity program which includes affirmative recruitment, selection, and placement. The installation head must assure that all eligibles are considered in carrying out this responsibility. Upon notification of a request to open an entrance examination, appropriate steps should be taken to provide community awareness.

.13 Absorbing Vacancies. When a vacancy is anticipated, the installation head should determine if there is a continuing need for the position. Consideration should be given to whether the personnel complement can be adjusted so that a vacant position can be eliminated and action taken to revert the position.

212 Noncompetitive Selections

These may include reassignment, change to lower level, or promotion from a lower level of postal employees; reinstatement of eligible former postal or Federal employees (see 261.313); or transfer of career or career conditional employees from other Federal agencies (261.312). Regardless of the choice of action, the appointee must meet the qualification standards of the position, including the examination requirement, if any.

213 Transfer to Other Federal Agencies

Under authority of 39 USC 1006, the Federal Personnel Manual of the Office of Personnel Management identifies conditions where career postal employees may be considered for transfer to other Federal agencies.

214 Inservice Competitive Selections

214.1 Register

These selections are made from a register of eligibles resulting when one or more applicants from within the career postal service have applied to compete for promotions or reassignment and have been rated by the National Test Administration Center (NTAC) on the basis of a written and/or rated application examination.

214.2 Qualifying Exam

.21 Inservice competitive selection may also be made on the basis of a qualifying examination, either written or a rated application. In this case, the NTAC rates the applicants as eligible, ineligible, or with a specific score, however, score does not determine the order of consideration. All applicants who are rated eligible or attain the minimum qualifying score for the examination may be considered. Final selection is made according to the promotion and reassignment procedures detailed in Chapter 5.

.22 Inservice competitive selections may also be made in accordance with the supervisory procedures when no examination requirement is specified.

215 Open Competitive Selections

215.1 Register

These are selections made from a register of eligibles resulting when one or more applicants have applied for the same position and have been rated by the NTAC on the basis of a written examination or a rated application examination (either of which may include a performance test) and the relative score(s) adjusted for veteran preference. A rated application examination may also include a written and/or performance examination.

215.2 Employee Participation

Persons already employed in the Postal Service may elect to compete in competitive entrance examinations at any USPS installation where there is an open entrance competitive examination.

215.3 Noncompetitive Selection

Postal career employees and substitute rural carriers may be selected noncompetitively, at the option of the installation head, from a competitive entrance register of eligibles.

216 Promotion to Entrance Level Positions

The preferred action for filling vacancies in entrance level positions is promotion of lower level career postal employees or substitute rural carriers, who meet the qualification requirements for the position (including any required tests), and who are performing satisfactorily. It is not necessary that the employee applicant be within reach on a competitive register of eligibles.

217 Prohibition of Political Recommendations

217.1 The law (39 USC 1002) prohibits political and certain other recommendations for appointments, promotions, assignments, transfers, or designations of persons in the Postal Service.

217.2 Statements relating solely to character and residence are permitted, but every other kind of statement or recommendation is prohibited unless it either: (a) is requested by the Postal Service and consists solely of an evaluation of the work performance, ability, aptitude, and general qualifications of an individual or (b) is requested by a Government representative investigating the individual's loyalty, suitability, or character. Anyone who requests or solicits a prohibited statement or recommendation is subject to disqualification from the Postal Service and anyone in the Postal Service who accepts such a statement may be suspended or removed from office.

218 Restoration

218.1 Following Military Service

An installation must restore an applicant for restoration who qualifies under Section 9 of the Military Selective Service Act of 1967 as amended (38 USC 2021-2026) to the position left or to a position of like seniority, status and pay. When a postal official determines that an applicant for restoration, in accordance with these procedures, does not qualify for restoration, the official will so notify the applicant in writing, including the right of appeal to the Merit Systems Protection Board.

218.2 After On-the-Job Injury

Former employees who have been receiving compensation for job-related injury or illness incurred during their postal employment are granted, upon recovery, certain restoration rights by 5 USC 8151, and implementing regulations in 5 CFR Part 353. Basically, the statute provides that the former employee must be immediately and unconditionally restored to the former or equivalent position if fully recovered within one year of the commencement of compensation. If the employee fully recovers more than one year after the commencement of compensation, the USPS will make all reasonable efforts to place (and give priority to placing) the employee in the former or equivalent position. See ELM 540.

220 Recruiting Materials and Publicity

221 Obtaining Recruiting Materials

221.1 Source

Recruiting materials are available from NTAC. They are listed in Appendix C. They should be ordered sufficiently in advance of any scheduled examination to ensure good coverage of the announcement.

221.2 Supplemental Materials

Installation heads may seek the assistance of district and regional authorities in developing supplemental recruiting materials suitable to their specific geographic areas and any special population groups which are not adequately represented in numbers of applicants.

222 Publicizing Job Opportunities

222.1 Obtaining Publicity

Installation heads and EEO personnel must ensure that job opportunities are given widespread publicity within the area from which they would logically expect to recruit employees. The recruitment area must reflect postal policy and need for minorities, including women and special population groups. These efforts may include but are not limited to:

a. Posting in the postal installation.

b. Posting in federal, state, and municipal buildings open to the public.

c. Press releases to newspapers and other periodicals including those directed toward minorities and women.

d. Information supplied to public and nonprofit employment services and other social service agencies, veterans organizations, state employment agencies, and organizations representing special population groups (e.g., NAACP, Urban League, LULAC, MAPA, American GI Forum, National Puerto Rican Forum, Oriental and Indian organizations, employee groups, professional, community, civic, religious, and women's organizations, etc.)

e. Public service advertisements or spots in communications media.

f. Listing with the appropriate Federal-State Employment Services Office, to provide special emphasis to the employment of qualified veterans. All suitable employment openings will be listed. Copies of all new examination announcements will be provided to the Office with assigned responsibility for serving the area where the employment opening is to be filled.

g. See 261.32 and .33 for additional information on recruiting casual and temporary employees.

222.2 Paid Advertisements

The installation head may request approval of the appropriate sectional center authority to use paid advertisements when:

a. Insufficient numbers of qualified applicants have been recruited by the usual methods.

b. Insufficient numbers of qualified applicants have been recruited from special population groups.

230 Administering Entrance Examinations

231 Written Examinations

Full details on administering written entrance examinations are in 420.

232 Rated-Application Examinations

Full details on administering rated-application entrance examinations are in 440.

240 Register Preference Factors

241 Veteran Preference

241.1 Requirement

Veteran preference is granted for employment in the Postal Service. The claimed preference is added to the ratings on examinations by the NTAC. If the answers concerning veteran preference on the application for employment do not support the veteran preference claimed on the answer sheet and reflected on the register card, the eligible is notified of the discrepancy. However, if the eligible has submitted a Standard Form 15, *Claim for 10-point Veteran Preference,* information given on that form is used to resolve the question if possible. If the eligible's answer indicates that the preference claimed on the answer sheet was a mistake, the register and control cards are canceled or corrected and the eligible's position on the register adjusted.

241.2 Authority of Appointing Officer

Appointing officers make the decision on claims for most types of preference. However, in cases involving spouse or mother preference, decisions regarding physical disqualifications of an ex-service spouse or child must be referred to the nearest area office of the Office of Personnel Management for adjudication.

241.3 Kinds of Veteran Preference

.31 5-Point Preference

Five point preference is given to honorably separated veterans (see 241.51) who served on active duty in the armed forces of the United States:

a. During a war; or

b. During the period April 28, 1952 to July 1, 1955; or

c. In any campaign or expedition for which a campaign badge has been authorized; or

d. For more than 180 consecutive days any part of which occurred after January 31, 1955 and before October 15, 1976. (An initial period of active duty for training under the 6-month Reserve or National Guard program does not count.)

> *Note:* Effective October 1, 1980, the term *preference eligible* does not include for **employment** purposes a retired member of the armed forces, unless: (1) the individual is a disabled veteran; or (2) the individual retired below the rank of major or its equivalent (see Exhibit 611.52). However, these veterans are still preference eligibles for **adverse action** purposes.

.32 10-Point Preference

.321 Disabled Veterans. An honorably separated veteran who served on active duty in the armed forces at any time may be assigned 10-point preference, provided the veteran (a) has a service-connected disability (a veteran who has been awarded the Purple Heart for wounds received in action is considered to have a service-connected disability), or (b) is receiving compensation, disability retirement benefits, or pension, under laws administered by the Veterans Administration, Army, Navy, Air Force, Coast Guard, Commissioned Corps of the Public Health Service, or Commissioned Corps of the National Oceanographic and Atmospheric Administration. (Names of 10-point preference eligibles who have a compensable service-connected disability of 10 percent or more are coded *CP* and placed ahead of the names of all other eligibles on an entrance register, except for scientific and professional positions in grades EAS-17 or higher. All other 10-point preference is coded *XP.*)

.322 Spouses of Disabled Veterans. The spouse of a veteran on whose service a claim is based, may be assigned a 10-point preference, provided:

a. The veteran was separated under honorable conditions from active duty performed at any time, and

b. The veteran has a service-connected disability that disqualifies the veteran for appointment to positions in the Federal government along the general line of the veteran's usual occupation.

.323 Widows or Widowers of Veterans

a. Until remarried, the undivorced widow(er) of an honorably separated veteran may be assigned 10-point preference, provided: (1) the deceased veteran served on active duty during a war, or the period April 28, 1952 to July 1, 1955, or in a campaign or expedition for which a campaign badge was authorized; OR (2) the veteran died while in the armed forces, unless the circumstances surrounding the death would have been cause for other than honorable separation.

b. If the widow(er) has remarried and the remarriage has been annulled, the 10-point preference may be granted if the other requirements are met.

.324 Mothers of Veterans. A veteran's mother may be assigned a 10-point preference provided:

a. The veteran:

(*1*) Died under honorable conditions while on active duty in a war or a campaign for which a campaign badge has been authorized, or during the period April 28, 1952 to July 1, 1955, OR

(*2*) Has a service-connected disability rated permanent and total, which disqualifies the veteran for appointment along the general line of his usual occupation; *and*

b. She is the natural mother of the veteran; *and*

c. She is, or was, married to the father of the veteran on whose service she bases her claim; *and*

d. She meets one of the following criteria:

(*1*) She lives with her totally and permanently disabled husband (either the veteran's father or the husband of her remarriage).

(*2*) She is widowed, divorced, or separated; and is the widow of, or is divorced or separated from, the father of the veteran and has not remarried; or

(*3*) She remarried but is the widow of, or is divorced or legally separated from the husband of her remarriage.

.325 Others. A person who has a service-connected disability because of an injury or disease incurred enroute to, at, or returning from a place of induction or entry into active duty is given 10-point preference. (Names of such 10-point preference eligibles who have compensable service-connected disability of 10 percent or more are placed with names of other eligibles with 10-point compensable disability preference.) No spouse, widow, widower, or mother preference derives from this preference.

.33 Ex-Servicemen and Women

Unless qualified for veteran preference under 241.31 or .32, persons entering the military on active duty after October 14, 1976 are not entitled to veteran preference for either employment or adverse action purposes.

241.4 Proof

.41 Responsibility for Providing. The eligible is responsible for providing the necessary proof; however, selecting officials should give assistance and direction to the eligible. Veterans claiming 5-point preference provide proof of required service and honorable discharge at the time of appointment. Eligibles claiming 10-point preference are requested to provide proof when they come within reasonable reach for consideration. [As of July 1979, copy 1 of the DD-214 does not contain the nature of the discharge. This information appears on copy 4 of the DD-214, which the veteran may obtain by writing to the National Personnel Records Center (Military), St. Louis, Missouri 63132.]

.42 Getting Additional Information on Claims. Appointing officers must get more information from the service department when:

a. The proof of separation does not clearly show whether the separation was honorable, under honorable or satisfactory conditions, or dishonorable.

b. There is doubt whether active duty was performed.

c. The military service was under fraudulent enlistment (misrepresentation of age or marital status).

d. The veteran was classed as a conscientious objector in World War I.

e. The proof of separation states that the veteran was "wholly retired".

f. Supporting documents show evidence of erasure or alteration. Standard Form 180, *Request Pertaining to Military Records*, is used for requesting the necessary information. The form indicates the addresses to which requests should be sent. The appointing officer submits the form.

.43 Establishing Identity. When the name of a veteran on a preference claim is different from the name on the discharge, the appointing officer must decide whether there is enough evidence to prove that the person on whose service the claim is based is the person named on the discharge. When the evidence is insufficient, the claimant should be asked to furnish fingerprints of the veteran on Standard Form 87. The appointing officer sends the SF 87 to the Federal Bureau of Investigation, Department of Justice, Washington, DC 20535. Indicate that purpose is to establish identity of the veteran. When the veteran is deceased or prints are otherwise unavailable, the claimant should be asked to furnish affidavits from two reputable and disinterested persons in proof of the veteran's identity.

.44 Disability Proof. Documents which do not support the claim for disability preference are returned to the eligible with an explanation of the additional proof needed. Tentative 5-point preference is allowed in such cases when appropriate. When the eligible is unable to submit acceptable evidence or there is a question regarding the veteran's right to disability preference, further information may be requested from the adjudication service of the appropriate office of the Veterans Administration.

241.5 Adjudicating Claims for 10-Point Preference

.51 Nature of Discharge. The honorable or satisfactory nature of the discharge must be established. An award of compensation or a pension does not necessarily establish honorable or satisfactory separation. A statement that the records of the Veterans Administration show that the veteran was discharged under honorable conditions may be accepted as meeting this requirement. Separation under honorable conditions includes *Honorable* and *General (under honorable conditions)*. Other than honorable discharge includes *Clemency, Undesirable, Bad Conduct*, and *Dishonorable*.

.52 Spouse of Disabled Veteran. Claims for preference as the spouse of the disabled veteran must show the nature and extent of the veteran's disability. If the certification of disability is from the Veterans Administration, Form 5901 is used to request that agency to furnish a restricted report of the nature and extent of the veteran's service-connected disability. If the certification is from a service department and it does not show the nature and extent of the service-connected disability, the eligible is advised that it is necessary for the veteran to obtain a statement of the nature and extent of the service-connected disability from the service department.

.53 Recency of Disability Finding. Current preference based on disability may be allowed only on the basis of records showing the allowance of permanent or indefinite disability preference or limited disability preference allowed within the preceding 6 or 18 months as appropriate.

.54 Documentation. Spouse, widow, widower, or mother preference may not be allowed without a current, fully executed SF-15, *Claim for 10-Point Veterans Preference.*Such claims are dependent on the marital status of the claimant, which may change at any time.

.55 Claims for Spouse or Mother Preference. Claims for spouse or mother preference should be submitted to the nearest area office of the Office of Personnel Management for adjudication. Ensure that the SF-15, particularly part 4, is fully executed. Under the law, nonservice-connected disabilities cannot be considered in the allowance of spouse preference, even though the nonservice-connected disability is total and/or permanent.

.56 Claims for Widow and Widower Preference. Appointing officials adjudicate claims for widow or widower preference that meet the criteria listed in 241.323 and have evidence in accordance with Exhibit 241.9 as appropriate.

241.6 Noting Adjudicated Preference on Application Form and Register Card

.61 Claimed Preference Proven and Allowed. If claimed preference is proved:

a. Check the proper box in the *Preference Allowed* column on the application form. (If 10-point compensable preference is allowed, indicate period of validity.)

b. Enter rating shown on the register card in the column *Adjusted Final Examination Rating.*

c. Show whether discharge under honorable conditions has or has not been verified by circling the appropriate word(s); and sign, show title, and date the form.

d. Make appropriate similar notations on the register card to show the preference claimed has been adjudicated; initial.

.62 Claimed Preference Adjustments

.621 Final numerical examination ratings shown on register cards include points for veteran preference claimed by the eligible at the time of the examination. If 10-point compensable preference was claimed, the numerical rating is followed by "CP". If 10-point noncompensable or 10-point other preference was claimed, the numerical rating is followed by "XP". If 5-point preference was claimed, the numerical rating is followed by "TP". The appointing officer will credit the preference points to which the veteran is entitled at the time of appointment. If this is different from the veteran's claim at the time of the examination, the appointing officer adjusts the veteran's score based on the proof presented by the veteran at the time of appointment. Take the following actions:

a. Check the appropriate block in the "*Preference Allowed*" column on the application form.

b. Enter the final examination rating, which has been adjusted to reflect the preference adjudicated, in the *Adjusted Final Examination Rating* column.

c. Show whether discharge under honorable conditions has or has not been verified by circling the appropriate word(s); and sign, show title, and date the form.

d. Make appropriate similar notations on the register card to show that preference claimed has been adjudicated, changing the rating shown, if necessary; initial.

e. Refile the register card in the position on the register where the adjusted rating entitles it to be.

.622 Examples:

a. The eligible has claimed 10-point compensable veteran preference but adjudication shows the eligible is entitled only to 10-point noncompensable or 10-point other preference. The appropriate block would be checked in the *Preference Allowed column* on the application form. In the column *Adjusted Final Examination Rating,* the same numerical rating shown on the register card would be entered, with *XP* following instead of *CP.* The application form would then be signed and dated and the appropriate word(s) circled to show whether discharge under honorable conditions was verified. *CP* following the examination rating shown on the card would be changed to *XP;* appropriate notation would be made on the card and initialed to show the reason. The register card would then be removed from the group of *CP* preference eligibles at the top of the register and placed where the numerical rating entitled it to be in the group of all other eligibles below.

b. The eligible has claimed 10-point non-compensable or 10-point other preference but adjudication shows the eligible is entitled to 5-point preference. The 5 Pt. block would be checked in the *Preference Allowed* column. The examination rating shown on the register card, reduced by 5 points, would be entered in the *Adjusted Final Examination Rating,* column with *TP* following it instead of *XP.* The application form would then be signed and dated and the appropriate word(s) circled to show whether discharge under honorable conditions was verified. On the examination card the rating shown would be changed by reducing it 5 points and showing *TP* instead of *XP.* Appropriate notation would be made on the card and initialed to show the reason. The register card would then be refiled in the register where the adjusted rating entitled it to be.

c. The eligible has claimed 5-point preference but adjudication shows the eligible is not entitled to preference. The *None* block would be checked in the *Preference Allowed* column. The examination rating shown on the register card, reduced by 5 points, would be entered in the *Adjusted Final Examination Rating* column. *TP* would not be added. The application form would then be signed and dated and the appropriate word(s) circled to show whether discharge under honorable condition was verified. On the examination card the rating shown would be changed by reducing it 5 points and crossing out *TP.* Appropriate notation would be made on the card and initialed to show the reason. The register card would then be refiled in the register in grade order according to adjusted rating.

.63 Changes on Hiring Worksheet When Claimed Preference Is Adjusted

When adjustment in rating is necessary because claimed veteran preference has been disallowed and the eligible is being considered for appointment in a current hiring action, the eligible's position on the hiring worksheet will also require adjustment according to the new rating. Rating and name should be lined out, with notation made of the reason. New entry of rating and name should be made on the hiring worksheet in grade order of the adjusted rating, if the eligible would still be within reach on the register for consideration in the current hiring action.

.64 Notification of Eligible When Claimed Preference Not Allowed

In any instance where claimed preference is not proven and allowed, the eligible should be so informed by the installation head in writing. If adjustment in final examination rating resulted, notification to the eligible must also include the new rating. The eligible must be advised that consideration cannot be given in current hiring action if this action puts the eligible out of reach.

241.7 Return of Documents

When the preference claimed has been adjudicated, proof of preference submitted by the eligible is returned to the eligible.

241.8 Appointment at Lesser Preference Level

If, while the eligible's claim for preference is being adjudicated, and the eligible is within reach for appointment at a lesser preference level which the eligible can prove, the eligible can be appointed.

241.9 Guides for Making Veteran Preference Determinations

See Exhibit 241.9, which appears at the end of subchapter 240.

242 Restoration of Eligibility Following Return from Military Service

242.1 Suspension and Restoration

Eligibility is suspended when it is learned that an eligible is on active duty in the Armed Forces and therefore cannot accept appointment. Such eligibility is restored at the request of the eligible if the eligible has been honorably discharged from military service. The following conditions must be met:

a. Request Within 90 Days After Discharge. The request must be made within 90 days after discharge from active duty, or from hospitalization continuing after discharge for not more than one year. If the eligible was hospitalized immediately following separation from military service, the eligible must furnish proof satisfactory to the appointing officer that hospitalization continued for not more than one year after discharge.

b. Service Must Not Exceed "Four Years". The *four years* limit dates from the first day of active duty under the first enlistment (or reenlistment) after June 30, 1950. Any voluntary continuation of service beyond the four years results in loss of rights to restoration.

c. Honorable Separation From the Armed Forces. Except for persons whose service does not entitle them to preference, honorable separation from the Armed Forces must be established in the same manner as for establishing a claim for veteran preference in connection with an application for open-competitive examination. When the information given clearly shows the eligible is entitled to at least 5-point preference, (*1*) the eligible is allowed tentative preference and (*2*) eligibility is restored if the eligible meets all other conditions. If the eligible is selected for appointment, the appointing officer must secure the required proof and verify the preference according to regular procedures before putting the eligible on duty. If entitlement to 5-point preference is doubtful, the eligible is required to submit proof before further action is taken on the request for restoration of eligibility. Persons whose service does not entitle them to preference are not required to furnish proof of honorable discharge unless there is some doubt that the discharge was under honorable conditions.

d. Ability to Perform Duties. Determining whether an eligible who requests restoration of eligibility is still qualified to perform the duties of the position is done in the same way as determining that an applicant for entrance examination is so qualified.

242.2 Determining Loss of Eligibility Due to Military Service

.21 Checking Dates of Military Service. The request for restoration or the certificate of discharge from military service will show the dates of entry into and release from active service.

.22 Checking Eligibility on the Register. The examination record cards and registers must be checked to determine whether any part of the period of eligibility came within the dates specified in the regulation (that is, between June 30, 1950 and the date of separation from active duty). Any eligibility within those dates which overlaps the active military service shown, represents the concurrent period of eligibility and military service during which eligibility was lost.

.23 Cancellation and Suspension. Eligibles who established eligibility on a register that was used after June 30, 1950, for appointment while they were in the military service, but whose eligibility was canceled for failure to meet some positive requirement, are not entitled to restoration. However, eligibility which was suspended for some condition which could be removed is considered as active eligibility for purposes of restoration.

.24 Source of Determination. Determination as to whether a person is entitled to restoration of eligibility can be made only by the office which maintained the register at the time the person lost eligibility. If the eligible meets the conditions stated, and unless entitled to priority consideration as explained below, the register card is amended to show appropriate veteran preference, if any, and placed in the appropriate section of the register.

242.3 Determining If Restored Eligible Is Entitled to Priority Consideration

.31 Method of Determination

If eligibles meet the requirements for restoration of eligibility as stated above, it is then necessary to find out whether they are entitled to have their names entered at the top of the appropriate group of the register, or to have their names listed for consideration for career or full-time appointment if the original register has been terminated and no successor register exists. This is done by determining whether another eligible, who stood lower on the same register, received a career appointment during the person's service in the Armed Forces after June 1, 1967. (When the records are not clear, but there is a probability that opportunity for appointment was lost, the doubt is resolved in favor of the restored eligible.) If the register was exhausted, although no lower ranking eligibles were appointed, the intent of the regulations is clearly met if the eligible would have been offered appointment if not for being in the military service. This can be determined if:

a. Fewer than three available eligibles remained on the register;

b. A vacancy occurred within the authorized complement, and

c. The vacancy was filled outside the register, or an appointment was made from a successor register. The date of the appointment of a person from outside the register or of an eligible from a successor register constitutes the date of entrance on duty of the lower-ranking eligible.

.32 Special Considerations

.321 Veteran Preference. In determining whether a lower ranking eligible received an appointment, the restored eligible's original rating is not augmented by preference based on the latest period of military service, but any preference enjoyed at the time of entering military service is observed in such a case.

.322 Noncompetitive Appointments from Register

In some cases a lower ranking eligible may have received a noncompetitive appointment while on the register. Some examples of this would be the appointment of a mailhandler as a clerk on the basis of being the Clerk-Carrier register, or transfer of a person from another Federal agency on the same basis. In such cases, the appointment can be made regardless of the standing on the register. These appointments are noncompetitive, and do not count in determining if a lower ranking eligible ws appointed, unless the eligible receiving the noncompetitive appointment was within reach for consideration from the register at the time of the noncompetitive appointment.

242.4 Restoring Eligibility

.41 Eligibles who lost a period of eligibility and opportunity for career appointment are restored in priority order for consideration for career appointment. Eligibles must be identified as restored. Register cards for such persons are noted *Priority Consideration.* The date of entrance on duty of the lower ranking eligible earliest appointed also must be entered on the register card. If the exhausted register principle is applicable, the date of entrance on duty of the person first appointed outside the register, or from the successor register, should be noted. Eligibles who lost opportunity for appointment are entered on the register at the top of the appropriate group, immediately below displaced career postal or federal employees entitled to priority consideration, but ahead of all other eligibles in the same group.

.42 If the register on which the eligible's name originally appeared is still in existence, the original register card is appropriately noted and inserted in the proper place in the active register. If the eligible meets the requirements for restoration of eligibility to a position for which there is a successor register, a register card is made and inserted in the proper place in the active register. If no successor register exists and if the veteran stood higher than another eligible who received an appointment from the register, then the register card is placed in a special register of eligibles; and the veteran is given preferred appointment consideration until the successor register is established as a result of open competition. At that time, the veteran's eligibility is carried over to the new register if eligible has not received an appointment in the meantime.

.43 The special register is made up of veterans who are entitled to priority in consideration because of lost opportunity for career appointment due to military service, veterans who qualify in quarterly examination, and career and career-conditional employees separated from competitive positions in the Civil Service through reduction-in-force. It is used only when there is no original or successor register on which eligibility can be restored.

.44 If no lower ranking appointment is made, and no successor register exists, the register card is retained for insertion in the successor register when it is established. Eligibles are notified to this effect and told that they may be required to file a new application, when the eligibility restoration takes effect, to update work experience.

242.5 Term of Eligibility after Restoration

Persons entered on the register under this section will be restored for the remainder of the 2-year eligibility period. In addition they will automatically be granted a one year extension of eligibility. (For example, an applicant entered on active military duty after 16 months of eligibility on the register. If qualified for restoration under this section, the individual would be restored to the register for 20 months: the remainder of the original 2 year eligibility period (8 months) plus one year automatic extension.) If the register is cancelled or expires and a new register is established with similar requirements, eligibility continues as above. If the requirements of the new register are greater than those of the previous register, eligibility expires with the old register. If no successor register is established, the restored person will be considered until the expiration of the restored eligibility. Persons eligible to reopen an entrance examination or submit a delayed application must be so advised when they request restoration to the register.

243 Placement Assistance for Displaced Federal Employees

243.1 General Requirements

.11 Applicants under the program for displaced Federal employees (the former SCE program) should submit a Form 2591, *Application for Employment,* together with a copy of their reduction-in-force notice and the agency's statement identifying them as displaced Federal employees. That statement confirms that the employee's name has been entered on the agency's Reemployment Priority List and gives the title, grade, or salary and location of any position offered the employee and declined, or states that no offer was made, as well as informs the employee of a displaced Federal employee's rights.

.12 Applicants also must meet the general requirements of competitive examination, except that age, height, weight, and physical requirements will be waived to the extent they are waived for veterans.

.13 A displaced Federal employee generally is entitled to the benefits of priority appointment consideration at the grade from which separated (or its equivalent) and at any lower grade acceptable to the employee including any intervening grades, as a matter of postal policy only.

243.2 Acceptance and Review

Applications are reviewed to determine whether they meet the requirements and to make certain that the documents necessary for identification as a displaced Federal employee have been submitted. Those applications which are acceptable on review are forwarded for rating to the NTAC and subsequently processed in the usual manner. Those which are rejected are returned to the applicants with statements as to why they were rejected.

243.3 Positions for Which Applications May Be Filed

A separated career or career-conditional employee may file applications for assistance for any two positions within 90 days after separation or furlough. An applicant who files for one position within the prescribed 90 days subsequently may file for a second position without regard to the 90-day limit. However, the period of eligibility for priority consideration begins with the date of separation. Applicants who request advice or assistance should be informed for which positions there are existing registers.

243.4 Positions for Which Applications Will Not Be Accepted

Applications for postmaster, installation head, or rural carrier will not be accepted under this program.

243.5 Examination

.51 Numerical Ratings. Numerical ratings are required for priority consideration except when the applicant's eligibility will create a new special register, or when the addition of the eligible's name will not result in ten or more eligibles on a special register. Numerical ratings are required for entry in regular order on registers for grades higher than those to which the eligible is entitled to priority appointment consideration if other eligibles on the register were rated numerically. See 252.3 for placement of displaced employee on register.

.52 Written Tests. If applicants do not have an existing eligibility on an appropriate register, and eligibility in a written test is required competitively, they should be tested as soon as possible. Eligibility in the written test is required in all cases for priority or regular order appointment consideration. However, present and former postal or federal employees with reinstatement or transfer eligibility may be examined and appointed noncompetitively. All applicants must have established current or previous eligibility in an appropriate Post Office Department or U.S. Postal Service examination unless currently employed in a career or career conditional status in the same or similar position in the Postal Service or other federal agency.

.53 Rating Experience and Training. If training and experience are ratable elements in the examination and the applicant has eligibility on a register for the position, the applicant's training and experience should be rerated up to the last day of active duty in the position from which separated if such rerating will increase the rating. The appointing officer should endeavor to have applications rated for entry on existing registers since this will expedite the processing of applications and provide better opportunity for appointment.

243.6 Registration

If an eligible entitled to priority appointment consideration has, or obtains, regular competitive eligibility on the same register, the two eligibilities are combined, using the higher rating.

243.7 Periods of Eligibility

Eligibles under this program are entitled to the benefits of the program for one year after separation if they held career-conditional appointments; and for two years after separation if they held career appointments. After such periods, they are entitled to appointment consideration in regular order only.

243.8 Termination of Eligibility

.81 Failure to Reply. Failure to reply to an offer or an availability inquiry will terminate priority appointment consideration benefits.

.82 Declination of Offer. Declination of an offer of nontemporary appointment in the Postal Service at (or above) a grade equivalent to that from which separated is cause for termination of priority benefits, and placement on the inactive register.

.83 Acceptance of Appointment. If the eligible obtains a nontemporary competitive appointment in the Federal government, all eligibilities for priority appointment consideration are terminated.

.84 Applicability of General Rules. The suspension or termination of eligibility of an eligible under this program is governed by the general rules relating to all eligibles.

243.9 Priority Appointment Consideration

Priority appointment consideration is consideration for appointment from registers to vacancies ahead of all other eligibles except on registers where 10-point preference eligibles with compensable service-connected disability of 10 percent or more are placed at the top. In selecting eligibles under this program, appointing officers must observe the rule of three including the provisions relating to passing over preference eligibles. An eligible who has received proper consideration on the same register by the same appointing officer for three separate appointments need not be further considered by that appointing officer from that register. Any separated career or career-conditional Federal employee who has reinstatement eligibility and meets the qualification requirements may be appointed without reference to a register of eligibles. This applies to both categories, except that reinstatement of a nonpreference career conditional candidate must be within 3 years of latest career conditional service.

244 Lost Eligibility

244.1 Policy

Eligibles whose names were improperly omitted from, or listed incorrectly on, a *Hiring Worksheet* are entitled to priority consideration on one or more subsequent *Worksheets,* provided their correct standing on the register was such that they were not considered when they should have been.

244.2 Procedure

Upon discovery of lost eligibility, place the eligible's name at the head of the register, and annotate the register card. The eligible is entitled to consideration from this *head of the register* position as many times as consideration was lost. *Priority consideration* does not mean a guaranteed appointment; it means consideration before all other eligibles.

244.3 Terminated Register

If the register on which the eligible's name appears is terminated before the correct number of priority considerations is received, the name is entered at the head of the successor register, even if the requirements are different, until the same number of considerations as were lost are received. At that time, the eligibility is terminated, unless the candidate qualified in the new examination. In this case, the name reverts to its proper position on the register, according to the new rating.

244.4 Existing Register

.41 The appointing official must consider the eligible in the order to which entitled, if:

a. A *Hiring Worksheet* on which the eligible's name would have appeared if eligibility had not been lost is still outstanding, and

b. There are no immediate opportunities for certification to positions.

.42 Appointments or firm commitments made before discovery of lost eligibility need not be disturbed, but may require subsequent priority consideration. If the eligible is not appointed after having received the correct number of priority considerations, annotate the register card and return it to its proper position on the register.

Proof Claimant Meets Preference Requirements Based on Service in the Armed Forces

Requirement	Evidence
1. That the person on whose service the preference claim is based served on full-time active duty in the Armed Forces of the United States. (Requirement applies to all types of preference.)	The fact that a person served on full-time active duty in the Armed Forces of the United States is established by any of the documents listed under paragraph A on the reverse of Standard Form 15. Certified or photostatic copies are acceptable. Evidence submitted as proof of service on active duty must show the following: 1. **That the active duty was in the Armed Forces of the United States. For rulings on whether service in a particular capacity or organization is qualifying for veteran preference see S211-9.** a. *Service with military allies.*—Service in the armed forces of military allies of the United States does not meet this requirement. b. *Draft registrants.*—A person cannot be considered to have served in the Armed Forces of the United States merely because he was registered under the draft. c. Conscientious objectors.—Conscientious objectors in World War II fall into two main groups: - Those inducted into the armed forces for noncombatant services; and - Those opposed to participation in any kind of military service, combatant or noncombatant, and assigned to a civilian camp for service in a civilian capacity in lieu of induction. Persons in the first group are considered to have been on active duty in the armed forces. Persons in the second group are not considered to have served in the armed forces. 2. **That the active duty was on a full-time basis, and was not solely for training or for determining physical fitness.** a. Members of the U.S. Coast Guard Reserve (Temporary) who served during World War II on part-time or intermittent duty only are not eligible for preference benefits. b. Active duty for training only, regardless of the length of duty, does not meet this requirement.[1] c. An initial period of active duty for training (generally three to six months) under section 511(d) of title 10 following an enlistment in the Army National Guard or the Air National Guard or as a Reserve for service in the Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, or Coast Guard Reserve, does not meet this requirement. d. A person called to active duty and separated after the entrance physical examination as physically unfit is not considered to have performed active duty unless his DD Form 214 shows active duty or unless he can furnish a DD Form 217, Certificate of Satisfactory Service, from one of the armed forces. DD 217 was cancelled in September 1965. e. Induction into the armed forces under the Selective Service Act of May 18, 1917, the Selective Training and Service Act of September 16, 1940, the Selective Service Act of 1948 (Universal Military Training and Service Act), or the Military Selective Service Act of 1967, as amended (50 U.S.C. App. 459) is considered to be induction for active duty, not for training purposes only 3. **That military pay and allowances were received for the active duty performed.** a. Members of the U. S. Coast Guard Reserve (Temporary) who served on full-time active duty during World War II at Coast Guard Headquarters and at defense plants received civilian (not military) pay and allowances. They are not entitled to preference. Certificate of separation of a member of a Reserve unit or the National Guard or Air National Guard of the United States must show that the person had been called or mustered into active Federal service. Any of the following notations on a separation certificate is proof of performance of active duty: 1. The award of mustering-out pay of World War II. 2. The award of mustering-out pay based on service on or after June 27, 1950.

[1] Service during the annual 15-day training period of the Naval Marine Corps and Coast Guard Reserve is duty for training purposes only.

Exhibit 241.9 Preference Based on Military Service (p.1)

Proof Claimant Meets Preference Requirements—Continued

Requirement	Evidence
2. That the person on whose service the preference claim is based was separated from active duty in the Armed Forces of the United States under honorable conditions.[2] (Requirement applies to all types of preference.)	Separation from active duty is accomplished in any of the following ways: **1. Discharge;** **2. Transfer from the active to inactive list (either to the reserve or to the retired list);** **3. Acceptance of a resignation.** That a person was separated[3] is established by any of the documents listed on the reverse of Standard Form 15. Certified or photostatic copies are acceptable.[4] "Orders" or "Letters" are sometimes used for separations. That the separation was under honorable conditions is determined in any one of the following ways: 1. The word "honorable" of "satisfactory" on the document of separation.[5] 2. The notation on the separation certificate of a World War II veteran of the grant of the honorable discharge button or the award of mustering-out pay. 3. The notation on the separation certificate of a veteran who served on or after June 27, 1950, of the award of mustering-out pay. The following types of separation are considered honorable: 1. An official notice from the service department that a member of the armed forces died in action. 2. Release from military service because of undue hardship, under section 4 of the Service Extension Act of 1941 (55 Stat. 627. 3. Transfer of commissioned and enlisted personnel of the Army, Navy, Air Force, Marine Corps, and Coast Guard to the retired list because of physical disability, length of service, or age. A certificate which merely states that a member of the armed forces has been "wholly retired" is not necessarily evidence of honorable separation. 4. Transfer to the Fleet Reserve (Naval and Marine). 5. Statement from uniformed service that a member died under honorable conditions while on active duty. A separation from the armed forces because of fraudulent enlistment (misrepresentation of age or marital status) may be honorable or under conditions other than honorable.
3. That the veteran's service was in a campaign or expedition for which a campaign badge (service medal) has been authorized. (Requirement applies to 5-point, widow, or widower, and mother preference if the claim is based on campaign or expeditionary service. If service in a campaign or expedition falls within a period of war or within the period April 28, 1952, through July 1, 1955, the preference claim is adjudicated on the basis of war service and the proof of the award of a campaign badge or service medal is not required.)	Notification by the service of the award of a campaign badge or Service medal (not the badge or medal itself). Notification includes an entry on DD Form 214, Armed Forces of the United States—Report of Transfer or Discharge, showing award of campaign badge or service medal for a campaign or expedition listed on pages 9 and 10. When entry on DD 214 shows the award without identifying the campaign, the entry is accepted if the DD 214 also shows both active military service during a campaign and overseas service. An Air Force ex-serviceman who shows entitlement to the Armed Forces Expeditionary Medal and who shows active service during the Cuba Campaign, need not meet the overseas service requirement.

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[2] Subsequent discharge under conditions other than honorable does not affect the right to preference on the basis of honorable separation from prior service. However, the right to be admitted to civil service examinations may be lost temporarily because of the reason for the separation under other than honorable conditions from the latest period of military service. The term "honorable conditions" does not apply to the honorable discharge given to an enlisted man so that he may be commissioned an officer without a break in service. In this situation his officer's discharge must be under honorable conditions.

[3] A document submitted as evidence of separation is acceptable only if dated on or after the date of actual separation.

[4] On the written request of an ex-serviceman, the General Services Administration's National Personnel Records Center (Military Personnel Records) will send him a copy of his DD 214.

[5] Blue discharge certificates on WD AGO 53-56, issued on and after January 1, 1945, were definitely not under honorable conditions.

Exhibit 241.9 Preference Based on Military Service (p. 2)

Proof Claimant Meets Preference Requirements—Continued

Requirement	Evidence
4. That the claimant has a service-connected disability, or is receiving compensation, disability retirement, or pension by reason of public laws administered by the Veterans Administration or by a branch of the armed forces. (Requirement applies to disability preference only.)	Any of the types of evidence listed on pages 9-11, Proof of Service-Connected Disability or Receipt of Compensation, Pension, or Disability Retirement. Evidence listed on pages 9-11 as "Proof good for 6 months from date issued" or "Proof good for 18 months from date issued," must be dated not more than 6 months or 18 months, respectively, before the preference claim is received. If the Commission previously granted 10-point preference to the veteran on the basis of proof listed on pages 9-11 as "Good indefinitely," the notification of the allowance of 10-point preference (good indefinitely) is acceptable in connection with subsequent claims filed by the veteran.
5. That the claimant has a compensable service-connected disability of 10 percent or more. (Requirement applies to compensable disability preference only.)	Any type of evidence listed on pages 9-11 as proof that the veteran has a compensable service-connected disability of 10 percent or more.
6. That the veteran on whose service the claim is based has service-connected disability. (Requirement applies only to spouse preference and to mother preference based on the disability of a veteran. If the veteran is retired from the uniformed services because of a service-connected disability, the claimant should be instructed to have him obtain an official statement from the uniformed service on the nature and extent of the service-connected disability.)	Any type of evidence listed on pages 9-11 under the heading, Evidence of Service-Connected Disability. Those listed under the heading, Evidence of Receipt of Compensation, Pension, or Disability Retirement, are acceptable if the evidence indicates that the payment is for service-connected disability. Evidence listed on pages 9-11 as "Proof good for six months from date issued" or "Proof good for 18 months from date issued," must be dated not more than six months or 18 months, respectively, before the preference claim is received. Evidence for mother preference must show that the service-connected disability is rated permanently and totally disabling.
7. That the claimant is, or was, married to the veteran on whose service the claim is based. (Requirement applies only to spouse and to widow preference.)	1. Claimant's statement on Standard Form 15. 2. Marriage certificate, if there is reason to doubt the claimant's statement. 3. Common law marriage[6]. A claim based in part on a common law marriage must be accompanied by: -The claimant's affidavit which shall state: a. The time, place, and circumstances under which the claimant and the person to whom marriage is claimed agreed to live together as husband and wife; b. When, where, and how long they lived together thereafter; c. The names and addresses of persons who know that they lived together as husband and wife in these places and were so acknowledged in those communities; d. The names of any former husbands or wives of either spouse; and e. When, where, and how each previous marriage was dissolved. - Affidavits of two or more witnesses who know and state: a. That the parties were recognized as husband and wife, and b. How long that relationship continued; and - Other evidence required by the laws of the particular State to establish a valid common law marriage. The date of marriage to the veteran or to the father of the veteran has no bearing on right to preference.
8. That the claimant is, or was, married to the father of the veteran on whose service her claim is based. (Requirement applies only to mother preference.)	

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[6] Common law marriage is recognized for preference, if valid under the laws of the place where the parties lived at the time of the marriage. A claim involving a common law marriage must be forwarded to a Commission office, central or regional, for decision.

Exhibit 241.9 Preference Based on Military Service (p.3)

Proof Claimant Meets Preference Requirement—Continued

Requirement	Evidence
9. That the claimant's remarriage was annulled. (Requirement applies to claimant for widow or widower preference who remarried after death of the veteran spouse.)	1. A certification from the Veterans Administration that her entitlement to pension or compensation has been restored because of annulment of the remarriage.[7] 2. A certified copy of the court decree of annulment.
10. That the veteran on whose service the claim is based is disqualified by his service-connected disability for civil service appointment along the general lines of his usual occupation. (Requirement applies only to spouse preference, and to mother preference based on service of disabled veteran child.)	A statement from a Federal medical officer acting for the Commission that the disability is disqualifying. The statement is based on official information from the Veterans Administration or the service departments on the nature and extent of the veteran's service-connected disability.
11. That the husband of a claimant for mother preference is permanently and totally disabled. (Requirement applies to mother preference only if the claimant is presently living with the husband.)	A statement from the husband's physician showing prognosis of his disease and percentage of his disability. Only a Federal medical officer acting for the Commission may determine that the husband is permanently and totally disabled.
12. That the veteran is actually or legally dead. (Requirement applies to widow preference.)	1. Claimant's statement on Standard Form 15, and 2. (a) If the spouse died in service, notice from the service giving date of his death in line of duty,[8] or (b) If the spouse disappeared after honorable separation, affidavits from two or more disinterested persons, certifying that the veteran has not been seen or heard from for at least seven years. 3. In cases not covered by (2) above a death certificate required if there is reason to doubt the claimant's statement.
13. That the veteran lost his or her life under honorable conditions while serving on active duty in the Armed Forces of the United States during a war or during the period April 28, 1952, through July 1, 1955, or in a campaign or expedition for which a campaign badge (service medal) has been authorized. (Requirement applies to claims for mother preference based on service of deceased veteran.)	Notice from the service department giving date of death in line of duty.[8]
14. That the claimant is the natural mother[9] of the ex-service child. (Requirement applies to mother preference only.)	Claimant's statement on Standard Form 15.

[7] Restoration of benefits under Public Law 91-376 does not constitute proof that the marriage was annulled.

[8] A Missing-in-action notice is not acceptable.

[9] A mother whose veteran child was born of a marriage (including common law marriage) to the father of the child, as distinguished from a mother by adoption, a stepmother, or a foster mother.

Exhibit 241.9 Preference Based on Military Service (p. 4)

Uniformed Service for Veteran Preference Purposes

[NOTE.-Military service under the veteran preference laws is:

- -Active duty in the Armed Forces of the United States.
- -Active service in the Public Health Service which is a basis for entitlement to "full military benefits" under the Public Health Service Act of July 1, 1944.
- -Active service in the Coast and Geodetic Survey and successor organizations (ESSA, NOAA) under transfer to the jurisdiction of the armed forces under 33 U.S.C. 855.

Right to preference depends on whether the period of uniformed service is recognizable for type of preference claimed. When this table is used in determining for reduction-in-force and leave purposes whether service was active military service, make sure not only that the person served in the organization or capacity reported, but also that his service was active military service as distinguished from inactive duty or training duty and, for leave purposes, was honorably terminated.]

Capacity or organization in which service is performed	Is this uniformed service for veteran preference?
Air Force, service in or in connection with:	
Air Force Nurse Corps	Yes
Air Force Reserve, service on active duty	Yes
Air Force Reserve Officers' Training Corps	No
Air National Guard of the United States (including all Federally recognized units, organizations, and members of the Air National Guard of the several States, Territories and the District of Columbia), when mustered or called into active Federal service	Yes
Cadets in the Air Force	Yes
Regular Air Force	Yes
Women in the Air Force	Yes
Air lines under contract	No
Air Transport Field Service	No
Air Transport Service	No
American Field Service	No
American Volunteer Guard	No
Army, service in or in connection with:	
Army field clerks	Yes
Army Nurse Corps	Yes
Army reserve (formerly Organized Reserve Corps), service on active duty[1]	Yes
Army Specialist Corps	No
Army Specialized Training Program[2]	No
Army Transport Service:	
-Commissioned officers of the Army assigned as transport squartermasters in the Army Transport Service	Yes
-Other personnel	No
Cadets of the United States Military Academy	Yes
Contract surgeons, service since June 3, 1916	Yes
Female dietetic and physical therapy personnel (exclusive of students and apprentices), service since April 1, 1943	Yes
Licensed female physicians and surgeons, service since April 16, 1943	Yes
National Guard of the United States (including all Federally recognized units, organizations, and members of the National Guard of the several States, Territories and the District of Columbia), when called or mustered into active Federal service	Yes
Philippine Army (organized military forces of the Government of the Commonwealth of the Philippines, including recognized guerrilla units)[3]	No
Philippine Scouts	Yes
Regular Army	Yes
Reserve Officers' Training Corps	No
Women's Army Auxiliary Corps (WAACS)[4]	No
Women's Army Corps (WACS)	Yes
Women's Medical Specialist Corps	Yes
Auxiliary Military Police	No
Bureau of Marine Inspection and Navigation	No
Cadet Nurse Corps	No
Chaplains:	
Army	Yes
K. of C	No
Navy	Yes
Y.M.C.A.	No
Chemical Warfare Service	No
Citizens Military Training Camps	No
Civil Aeronautics Administration Pilot Training:	
-Prior to September 1, 1943	No
-After September 1, 1943	Yes
Civil Air Patrol	No
Civilian Conservation Corps:	
Reserve officers of the Army called to active duty with the Civilian Conservation Corps:	
-Service for at least 30 days before July 25, 1939	Yes
-Service after July 25, 1939	No
Other personnel	No
Coast and Geodetic Survey personnel:[5]	
-Service under transfer by the President in time of national emergency to the service and jurisdiction of the armed forces with proper military status	

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[1] Service of Reserve officers called to one year's duty under section 1 of the Thomason Act of August 30, 1935 (49 Stat 1028) is considered active duty for preference purposes.

[2] Members of the Enlisted Reserve Corps and Air Corps Enlisted Reserve given academic training in colleges and universities under this program received the training on an inactive duty status.

[3] Service in the organized military forces of the Government of the Commonwealth of the Philippines (including recognized guerilla units) between July 26, 1941, and June 30, 1946, when the forces were in the services of the armed forces of the United States is not service in the military of naval forces of the United States for preference.

[4] Members of the Women's Army Auxiliary Corps served with but not in the Army. This organization was abolished on September 30, 1943.

[5] Coverage applies also to successor organizations, i.e. Environmental Science Service Administration and National Oceanic and Atmospheric Administration.

Uniformed Service for Veteran Preference Purposes—Continued

Capacity or organization in which service is performed	Is this uniformed service for veteran preference?
(selection 16 of the Act of May 22, 1917; 40 Stat. 87, as amended; 33 U.S.C. 855)	Yes
-Service of commissioned officers of the Coast and Geodetic Survey assigned to duty on projects of immediate military hazard under the provisions of section 2 of the Act of December 3, 1942, 56 Stat. 1038, as amended (68 Stat. 730)	No
Coast Guard, service in or in connection with:	
Cadets of the United States Coast Guard Academy	Yes
Coast Guard Auxiliary	No
Coast Guard Reserve, service on active duty	Yes
Coast Guard Reserve (Temporary):	
-Members enrolled for full-time duty with military pay and allowances other than for uniforms	Yes
-Members enrolled for part-time or intemittent duty without pay and allowances other than for uniforms	No
-Pilots without pay and allowances other than for uniforms	No
-Officers of Great Lakes vessels without pay and allowances other than for uniforms	No
-Coast Guard police without pay and alloances	No
-Civil-service employees of the Coast Guard without pay other than compensation of their civilian positions	No
Regular Coast Guard	Yes
Women's Reserve (SPARS), service on active duty	Yes
Lighthouse Service members:	
-Service under transfer to Navy Department during World War I	Yes
-Service after consolidation with Coast Guard July 1, 1939	Yes
Marine Corps:	
Aviation Cadets:	
-Enlisted aviation cadet under 10 U.S.C. 6911, service after August 4, 1942	Yes
-Aviation cadet (appointive grade), service while undergoing flight training	No
Marine Corps Reserve including:	
-Fleet Marine Corps Reserve;	
-Organized Marine Corps Reserve;	
-Volunteer Marine Corps Reserve;	
-Women's Reserve;	
provided service is on active duty	Yes
Regular Marine Corps	Yes
Merchant Marine	No
Merchant Marine Cadet Corps	No
Military Sea Transportation Service (MSTS)	No
Navy, service in or in connection with:	
Aviation cadets:	
-Enlisted aviation cadet under 10 U.S.C. 6911, service after August 4, 1942	Yes
-Aviation cadet (appointive grade), service while undergoing flight training	No
Licensed female physicians and surgeons, service since April 16, 1943	Yes
Midshipmen:	
-Midshipmen (Regular) of the United States Naval Academy;	
-Midshipmen (Reserve), service between September 8, 1939 and 1946 while attending midshipmen schools	Yes
Naval Reserve including:	
-Fleet Reserve;	
-Merchant Marine Reserve;[6]	
-Organized Reserve;	
-Volunteer Reserve;	
-Women's Reserve (WAVES);	
provided service is on active duty	Yes
Naval Reserve Officers' Training Corps students:	
-Service before July 1, 1943	No
-Service between July 1, 1943, and June 30, 1946	Yes
1946	Yes
-Service after June 30, 1946	No
Navy College Program personnel, service between July 1, 1943, and June 30, 1946	Yes
Navy Nurse Corps	Yes
Regular Navy	Yes
Office of Strategic Services	No
Public Health Service:	
Officers and employees detailed to duty with the Army or Navy by Executive Order 2571, during World War I	Yes
Commissioned officers performing active service:	
-Under individual detail for duty with the Army, Navy, Air Force, Marine Corps, or Coast Guard;	
-In the Public Health Service while the service is part of the armed forces of the United States pursuant to Executive order;[7]	
-In the Public Health Service in time of war:	
-Whether or not under individual detail to the Army, Navy, Air Force, Marine Corps, or Coast Guard, and	
-Whether or not the Public Health Service was at that time a part of the armed forces	Yes
Red Cross	No
State Guards	No
State Maritime Academy	No
State or Territorial police or constabularies	No
Volunteer Defense Force Units, Territory of Hawaii (1942 to 1945)	No
War correspondents	No
Women's Air Service Pilots (WASPS)	No

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[6] Service of Merchant Marine Reservists (U.S. Naval Reserve) called to active duty in the Navy even though assigned to duty on merchant vessels or at shore estab- lishments of the U.S. Maritime Service is considered active duty for preference purposes.

[7] The Commissioned Corps of the Public Health Service was declared to be a military service and branch of the land and naval forces of the United States beginning July 29, 1945, and continuing through July 3, 1952. (Executive Orders 9575, 10349, 10356, 10362, and 10367.)

Wars Campaigns, and Expeditions of the Armed Forces Since April 15, 1861

A. Wars Since April 15,1861

War	Inclusive dates	Organizations participating (indicated by "x" below)				
		Army	Navy	Air Force[1]	Marine Corps	Coast Guard
Civil War	Apr.15, 1861, to Aug.20,1866	x	x	....	x	....
Spanish-American War	Apr. 21, 1898, to July 4, 1902	x	x	....	x	....
World War	Apr. 6, 1917, to July 2, 1921	x	x	....	x	x
World War II	Dec. 7, 1941 to Apr. 28, 1952[2]	x	x	x	x	x

B. Non-Wartime Campaigns and Expeditions Since April 15, 1861, for Which Campaign Badges (Service Medals) Were Authorized

Note. In addition to the medals awarded to members of the armed forces, the following medals have been awarded to civilians:

1. Women's Army Corps Services Medal, which bears the words "For service in the Women's Army Auxiliary Corps" and the dates "1942-1943."
2. The medal of Merit for meritorious services in World War II.
3. The medal for Freedom for meritorious achievement or meritorious services to the United States on or after December 7, 1941, in the war against an enemy outside the continental limits of the United States.
4. The American Service Medal for participating in a scientific, direct, or exploratory operation on the Antartic Continent.

(These medals are not a basis for preference, since the service was not in the armed forces.)

Campaign or Expeditions	Inclusive dates	Organizations participating (indicated by "x" below)				
		Army	Navy	Air Force[1]	Marine Corps	Coast Guard
Indian Campaign (periodic)	1865 to Jan. 1891	x	....	....	....	....
Navy Expeditions[3]	1874 to	....	x	....	x	....
Philippine Campaign (periodic)	Feb. 4, 1899 to 1913	x	....	....	....	....
	Feb. 4, 1808 to Sept. 15, 1906	....	x	....	x	....
Cuban Pacification	Sept. 12, 1906 to Apr. 1, 1909	....	x	....	x	....
	Oct. 6 1905 to Apr. 1, 1909	x	....	....	....	....
Mexican Expedition (periodic)	Apr. 12, 1911, to June 16, 1919	x	....	....	....	....
	Apr. 21, 1914, to Feb. 7, 1917	....	x	....	x	....
Nicaraguan Campaign	July 29, 1912, to Nov. 14, 1912	....	x	....	x	....
Haitian Campaign	July 9, 1915, to Dec. 6, 1915	....	x	....	x	....
Dominican Campaign	May 5, 1916, to Dec. 4, 1916	....	x	....	x	....
Army of Occupation of Germany World War I.	Nov. 12, 1918, to July 11, 1923	x	x	....	x	....
Second Haitian Campaign	Apr. 1, 1919, to June 15, 1920	....	x	....	x	....
Second Nicaraguan Campaign	Aug. 27, 1926, to Jan. 2, 1933	....	x	....	x	....
Yangtze Service	Sept. 3, 1926, to Oct. 21, 1927	....	x	....	x	....
Yangtze Service	Mar. 1, 1930, to Dec. 31, 1932	....	x	....	x	....
Yangtze Service	Feb. 4, 1932, to July 5, 1932	x	....	....	....	....
China Service	July 7, 1937, to Sept. 7, 1939	....	x	....	x	....
American Defense Service[4]	Sept. 8, 1939, to Dec. 7, 1941	x	x	....	x	x
Navy Occupation of Trieste	May 9, 1945, to Oct. 26, 1954	....	x	....	....	x
Army of Occupation of Berlin	May 9, 1945, to—(still open)	x	x	x	x	x

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[1] The United States Air Force became a separate branch of the armed forces of the United States on September 18, 1947.

[2] The effective date of the Treaty of Peace with Japan which officially terminated World War II.

[3] There are over 100 Navy Expeditions; the latest three are:
- Republic of Haiti—December 4, 1929 to August 5, 1931;
- Thialand Military Operation—May 16, 1962 to August 10, 1962;
- Cuban Military Operation—January 3, 1961 to October 23, 1962

[4] Claimants for veteran preference based on service between September 8, 1939, and December 7, 1941, must meet the requirements for campaign service. The award of an American Defense Service Medal does not prove service in a campaign or expedition for which a campaign badge has been authorized. However, the requirement of campaign service is met if, in addition to this medal, the recipient is awarded a service clasp (bearing the inscription *Foreign Service* if Army; *Fleet* or *Base* if Navy; *Fleet, Sea* or *Base* if Coast Guard); or a bronze star for service outside the continental limits of the United States.

Campaigns and Expeditions Since April 15, 1861, for Which a Campaign Badge (Service Medal) Has Been Authorized—Continued

Campaign or Expeditions	Inclusive dates	Organizations participating (indicated by "x" below)				
		Army	Navy	Air Force[1]	Marine Corps	Coast Guard
Army of Occupation of Germany (exclusive of Berlin).	May 9, 1945, to May 5, 1955	x	x	x	....	x
Army of Occupation of Austria	May 9, 1945, to July 27, 1955	x	....	x	....	....
Navy Occupation of Austria	May 9, 1945, to Oct. 25, 1955	....	x	....	....	x
Units of the Sixth Fleet (Navy)	May 9, 1945, to Oct. 25, 1955	....	x	....	....	....
China Service Medal (Extended)	Sept. 2, 1945, to Apr. 1, 1957	....	x	....	x	x
Korean Service	June 27, 1950, to July 27, 1954	x	x	x	x	x
Armed Forces Expeditionary Medal for these operations:						
Berlin	Aug. 14, 1961, to June 1, 1963	x	x	x	x	x
Lebanon	July 1, 1958, to Nov. 1, 1958	x	x	x	x	x
Quemoy and Matsu Islands	Aug. 23, 1958, to June 1, 1963	x	x	x	x	x
Taiwan Straits	Aug. 23, 1958, to Jan. 1, 1959	x	x	x	x	x
Cuba	Oct. 24, 1962, to June 1, 1963	x	x	x	x	x
Congo	July 14, 1960, to Sept. 1, 1962 and Nov. 23 to 27, 1964.	x	x	x	x	x
Laos	Apr. 19, 1961, to Oct. 7, 1962	x	x	x	x	x
Dominican Republic	Apr. 28, 1965, to Sept. 21, 1966	x	x	x	x	x
Korea	Oct. 1, 1966, to June 30, 1974	x	x	x	x	x
Vietnam (incl. Thailand)	July 1, 1958, to July 3, 1965	x	x	x	x	x
Vietnam Service Medal	July 3, 1965, to March 28, 1973	x	x	x	x	x
Cambodia	Mar. 29, 1973, to Aug. 15, 1973	x	x	x	x	x
Cambodia Evacuation	Apr. 11, 1975, to Apr. 13, 1975	x	x	x	x	x
Vietnam Evacuation	Apr. 29, 1975, to Apr. 30, 1975	x	x	x	x	x
Mayaquez Operation	May 15, 1975	x	x	x	x	x
Navy Expeditionary Medal and Marine Corps Expeditionary Medal for Iranian/Yemen/Indian Ocean Contingency Operations	Dec. 6, 1978 thru Jan. 6, 1979	....	x	....	x	....
Navy Expeditionary Medal and Marine Corps Expeditionary Medal for the Indian Ocean Contingency Operation	Nov. 21, 1979 to Nov. 20, 1982	....	x	....	x	....

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[1] The United States Air Force became a separate branch of the armed forces of the United States on September 18, 1947.

Exhibit 241.9 Preference Based on Military Service (p.8)

Proof of Service-Connected Disability or Receipt of Compensation Pension, or Disability Retirement

Armed forces means:

- *–Army;*
- *–Navy;*
- *–Air Force;*
- *–Marine Corps;*
- *–Coast Guard.*

Uniformed service means:

–The armed forces, the commissioned corps of the Public Health Service, and the commissioned corps of the National Oceanic and Atmospheric Administration (formerly Coast and Geodetic Survey; Environmental Science Services Administration).

Information from the General Services Administration's National Personnel Records Center (Military Personnel Records) based on armed forces records in its custody is treated the same as information from the armed forces themselves.

The Veterans Administration certificates quoted in this table are standard forms approved by the Administrator of Veterans Affairs. They may be issued by adjudication or contact officers in the field; or by the Director, Compensation, Pension and Education Service, or the Chief of Contact in the central office. When the records so indicate, the certificate shows: "The records of the Veterans Administration show that the veteran was discharged under honorable conditions."

The Veterans Administration regulations provide that, for compensation, the disability must be 10 percent or more, and that noncompensable disabilities are rated at no percent. For preference, however, the noncompensable disability may be evaluated to determine whether the disability exists in some degree. Percentage ratings are not necessary for preference.

The Veterans Administration does not issue a certificate when there is of record a rating which:

–Proposes or accomplishes the severance of the service connection, or

–Calls for discontinuance of payment within six months—unless the rating evaluates the service-connected disability at more than no percent.

Veterans Administration certificates are accepted at face value.

A. Evidence of Service-Connected Disability

Evidence	Duration of acceptability of evidence	Is this document proof that the veteran has a compensable service-connected disability of 10 percent or more?
Citation from a uniformed service showing award of the Purple Heart for wounds recieved in action. An entry on the DD 214 or the discharge certificate showing award of the Purple Heart will be considered sufficient evidence of entitlement.	Proof good indefinitely.	No.
Statement from a uniformed service showing that an injury was recieved in action, if issued to war veterans or veterans of the Korean Conflict.	Proof good indefinitely.	No.
Veterans Administration certification reading: "This is to certify that the records of the Veterans Administration in the case of (name of veteran) disclose the existence of an injury recieved in action."	Proof good indefinitely.	No.
VA certification to the present existence of a service-connected disability.	Proof good for 1 year from date issued.	No.
Certification from a uniformed service or the Veterans Administration of loss of members of body in line of duty.	Proof good indefinitely.	Yes.
Veterans Administration certification that the veteran is entitled to disability compensation on account of service-connected disability	Proof good for 1 year from date issued	Yes.

Exhibit 241.9 Preference Based on Military Service (p.9)

Evidence of Service-Connected Disability—Continued

Evidence	Duration of acceptability of evidence	Is this document proof that the veteran has a compensable service-connected disability of 10 percent or more?
Statement from uniformed service showing: -Honorable discharge for disability in line of duty; or -Honorable discharge with grant of disability severance pay	Proof good for six months from date of discharge. Thereafter, the claimant must furnish a standard Veterans Administation certificate.	Yes, if the statement indicates that the disability is 10 percent or more? [Note.—Do not assume that that members of the armed forces discharged for ser vice-connected disability have disabilities of 10 percent or more.]
Statement from the uniformed service or retirement orders, showing that the retired officer or enlisted man: -Was retired because of permanent service-connected disability; or -Was transferred to the permanent disability retired list; or -Was retired under 10 U.S.C. 1201.	Proof good indefinitely.	Yes, if the statement or retirement orders indicate that the disability is 10 percent or more [Note.—Do not assume that members of armed forces permanently retired for disability either before or after October 1, 1949, have disabilities of 10 percent or more.]
Statement from the service department, or retirement orders, showing that the retired officer or enlisted man: -Has been transferred to the temporary disability retired list.	Proof good for 18 months from date of retirement. Thereafter, the claiment must furnish an official statement from the service showing continuance on the temporary disability retired list. Statement is good for 18 months from date issued. [Note.—Members of the armed forces placed on the temporary disability retired list are examined each 18 months for five years following the date of retirement: -if as a result of periodic examination the disability is found to be permanent and no less than 30 percent disabling, the veteran's name is placed on the permanent disability retired list. -If at the end of five years a periodic examination shows a permanent disability of less than 30 percent, the veteran is seperated from the service concerned and is issued "disability severance pay."]	Yes, if the statement or retirement orders indicate that the disability is 10 percent or more. [Note.—Do not assume that members of the armed forces temporarily retired for service-connected disability have disabilities of 10 percent or more.]

Exhibit 241.9 Preference Based on Military Service (p.10)

B. Evidence of Receipt of Compensation, Pension, or Disability Retirement From VA or the Uniformed Services

1. Compensation is money paid by the Veterans Administration for serviice-conducted disability of 10 percent or more.
2. Disability Retirement is money paid by a uniformed service or the Veterans Administration for disability incurred in or the proximate result of performance of active duty.
3. Pension is money paid by Veterans Administration for disability (not necessarilly service connected). Pension paid under private law or special act is not pension under public laws administered by the Veterans Administration.

[Note: Money paid for service-conducted disability is "Compensation," not "pension"]

Evidence	Duration of acceptability of evidence	Is this document proof that the veteran has a compensable service-connected disability of 10 percent or more
VA certification that the veteran is in receipt of disability compensation on account of service-connected disability.	Proof good for 1 year from date issued.	Yes.
Check from the United States Government payable to the veteran and showing the symbol "VA-Comp" below the amount.	Proof good for 1 year from date of check.	Yes.
Veterans Administration certification reading: "This is to certify that the records of the Veterans Administration disclose that (name of veteran) is in receipt of disability retirement. This payment is made in accordance with public laws administered by the Veterans Administration."	Proof good indefinitely.	Yes.
Uniformed service certificate showing that the retired officer or enlisted man receives permanent disability retirement benefits.	Proof good indefinitely.	Yes, only if the official certification indicates that the disability is service-connected and rated 10 percent or more.
Veterans Administration certification reading: "This is to certify that the records of the Veterans Administration disclose that (name of veteran) is in receipt of nonservice-connected disability pension. This payment is made in accordance with public laws administered by the Veterans Administration."	Proof good indefinitely.	No.
VA certification that the veteran is entitled to disability compensation on account of service-connected disability.	Good for one year from date issued.	Yes.

Exhibit 241.9 Preference Based on Military Service (p.11)

250 Registers

251 Introduction

251.1 Responsibility

The appointing officer (or MSC, under the Area Eligibility Register concept) is responsible for the maintenance of registers for positions to be filled in the installation (or group of area installations). This section is concerned primarily with positions which are filled through entrance examinations. There is a separate register for each examination.

251.2 Confidentiality

.21 Registers, hiring worksheets, applications, and other related materials are restricted records. Care must be taken to protect them from inspection by unauthorized persons. They may not be inspected by eligibles. Authorized persons (e.g. audit team members, higher management, or EEO counselors and investigators) may review registers and hiring worksheets on a need-to-know basis. Copies of register cards or hiring worksheets may not be made available unless depersonalized (i.e., names of eligibles are obliterated) except for management audit of hiring practices.

.22 Eligibles or their authorized representatives may be given the following information, in response to a written inquiry:

a. The approximate number of eligibles ahead of them on the hiring register,

b. The number of eligibles expected to be employed during a specific time frame (e.g., within the next 3-6 months), and

c. Whether the eligible's prospects for appointment are good, fair or unfavorable.

.23 The information can be provided based on the past and/or current hiring needs of the installation and the number of anticipated vacancies to be filled in the near future. If the examination is open or scheduled for opening when the inquiries are made, the eligibles should be notified when applications will be accepted and of the opportunity to recompete in order to improve a passing score. Eligibles should also be advised that although their names may be reached on the register for employment consideration, this is not a guarantee they will be selected for appointment.

251.3 Retention of Registers

.31 Area eligibility registers will be maintained by the sectional center office. A CAG A-J installation which has not been included in an AER will normally maintain its own entrance registers. Registers are retained for 5 years and at the appropriate Federal Records Center (FRC) for an additional 5 years. If not forwarded to the FRC, retain registers locally for 10 years.

.32 Inactive register cards will be maintained for 5 years from the last day of the calendar year (December 31) in which the individual's eligibility expired, and at the appropriate Federal Records Center for an additional 5 years. See ASM Exhibit 351.613 for the FRC addresses and areas served.

.33 Inactive register cards are to be purged annually. Cards for persons whose eligibility has been expired for 5 years (using December 31 of the previous year as the cut off date) are to be removed from the inactive register.

.34 CAG H-K offices are to forward purged inactive register cards to the MSC. The MSC will include the cards with those of the MSC for transmittal to the FRC. See ASM 351.6 for instructions on preparing shipments to the FRC.

251.4 Related Files

.41 Applications for Employment. The postal installation (or AER MSC) maintains a file of applications for employment of eligibles on its registers. The file may be arranged alphabetically or by examination in descending grade order to correspond with the examination register. The applications are kept for the life of the applicants' eligibility. They may then be destroyed in such a way that the applications and related materials do not fall into unauthorized hands. (See 422.6 for exceptions.)

.42 Alphabetical Locator. There are two cards for each person who has eligibility on the register; one is alphabetical and should be so filed. This will serve as the locator file. The numerical cards are filed as explained in 252. Locator cards are maintained for 5 years from the last day of the calendar year (December 31) in which the person's eligibility expired, and are then sent to the appropriate FRC for a further 5 year retention period, as outlined in 251.3. Locator cards are purged annually. Locator cards should be removed from the file for those eligibles whose numerical cards are purged from the inactive register. Locator files may be combined for all registers, or kept separate for each register, at the installation head's option.

252 Arrangement of Registers

252.1 General

The sectional center or postal installation maintains a register card (numerical copy) for each eligible. Cards are arranged by veteran preference and numerical rating, as indicated in 252.2. Numerical register cards are to be annotated with the date of receipt and merged with existing numerical cards within 3 working days after receipt from NTAC. Active register cards are filed numerically. Inactive register cards may be filed numerically or alphabetically at the option of the installation head. Mailing addresses may be entered on numerical register cards.

252.2 Basic Order

.21 Group 1, Compensable Disability Eligibles. All 10-point preference eligibles with a compensable service-connected disability of 10 percent or more (cards are noted CP) are arranged in descending order of final numerical rating at the top of the register.

.22 Group 2, All Other Eligibles in Order

Eligibles claiming other 10-point preference (cards are noted XP) and eligibles claiming 5-point preference (cards are noted TP) are filed ahead of non-preference eligibles with the same total numerical ratings. Ten-point eligibles are filed ahead of 5-point eligibles with same final rating.

.23 Special Order for Priority Consideration. As explained in 242, certain veterans may be entitled to priority in appointment consideration. They are entered on the register in the following order:

a. Group 1

Subgroup (1a)—Register cards with symbol CP and noted Priority Appointment arranged in order of numerical rating ahead of the group of all other compensable eligibles.

Subgroup (1b)—All other register cards with symbol CP arranged in order of numerical rating and placed behind subgroup (1a).

b. Group 2

Subgroup (2a)—All other register cards noted Priority Appointment arranged in order of numerical rating and placed behind subgroup (1b) and ahead of subgroup (2b).

Subgroup (2b)—All other register cards (including those with symbol TP or XP) arranged in regular register order and placed behind subgroup (1b).

252.3 Order for Displaced Federal Employees

.31 Positions Not Restricted to Veterans. When displaced Federal employees (former SCE) are entered on register, and positions are not restricted to veterans, the order is:

a. Register cards with symbol CP and noted DFE arranged in order of numerical rating.

b. Register cards with symbol CP and noted *Priority Appointment* arranged in order of numerical rating.

c. Register cards with symbol CP arranged in order of numerical rating.

d. All other register cards noted DFE arranged in order of numerical rating.

e. All other register cards as in basic consideration order (Group 2).

32. Positions Restricted to Veterans, If Available. When DFEs are entered on register and positions are restricted to veterans, the order is:

a. Register cards with symbol CP and noted DFE arranged in order of numerical rating.

b. Register cards with symbol CP and noted *Priority Appointment* arranged in order of numerical rating.

c. Register cards with symbol CP arranged in order of numerical rating.

d. All register cards marked XP or TP and noted DFE in order of numerical rating.

e. All register cards marked XP or TP and noted *Priority Appointment* in order of numerical rating.

f. All remaining cards marked XP or TP in order of numerical rating.

g. All other register cards noted DFE in order of numerical rating.

h. All other register cards noted *Priority Appointment* in order of numerical rating.

i. All remaining register cards in order of numerical rating.

252.4 Order for Registers Established for Veterans.

When registers are established for positions restricted to veterans, if available, follow the order given in 252.32.

252.5 Breaking Ties

When two or more eligibles within the group have the same final numerical rating, break ties as follows:

a. XP preference eligibles ahead of 5-point preference eligibles.

b. 5-point preference eligibles ahead of nonpreference eligibles.

c. Eligibles with the highest score on Part B of the examination (Clerk-Carrier register only).

d. Eligibles with the highest score on Part A of the examination (Clerk-Carrier and Mailhandler registers only).

e. Numerical by last three or more numbers (using only enough numbers to break the tie, but not fewer than three numbers) of Social Security number, from lowest to highest.

252.6 Changes in Name, Address, or Availability

As notices of change in name, address, or availability are received, appropriate notations or changes are made on the application and register card. If the notices are received directly from the eligibles, the correspondence may be destroyed as soon as the information has been recorded. If a change of name occurs for an eligible who has been granted spouse, widow, widower, or mother preference, readjudicate preference and correct the eligible's standing on the register accordingly.

252.7 Recompeting in Open Examination

When an eligible recompetes in an examination for the postal installation which has the eligible's name, a new period of eligibility begins, provided an eligible rating on the subsequent exam is attained. Annotate the card with the higher score: "Supersedes rating of *(score)* dated: ________," and file in the active register. Annotate the card with the lower score: "Superseded by rating of *(score)* dated________," and file in the inactive register.

Staple the alpha cards together, with the superseding score on top.

252.8 Removal from Register by Career Appointment

The name of an eligible who receives a career appointment from a register is removed from that register. If given a casual or temporary appointment, the eligible's name remains on the register.

252.9 Duration of Eligibility

.91 Each eligible has 24 months of eligibility, beginning with the date the eligible's name is entered on the register. This is not automatically extended for voluntary or involuntary periods of suspension from the register. Eligibility may be extended for a third year upon submission of a written request to the installation head after the 18th month of eligibility (i.e., during the last 6 months of the initial 2-year eligibility).

.92 Applicants who successfully appealed either a medical or nonmedical unsuitability determination will have their eligibility extended for the period of temporary unsuitability, not to exceed the maximum period stated above.

.93 For extention of eligibility due to military service see 242.5.

253 Transfer of Eligibility and Canvassing

253.1 Policy

Normally, eligibility may be transferred only when there is a current register and an appropriate open examination at the postal installation or group of offices under the AERs, to which transfer is desired. However, district managers may authorize installation heads to transfer eligibility between installations in the same or contiguous MSCs, when it is determined to be in the best interest of the USPS. For example, installation heads may prefer to transfer eligibility to supplement an inadequate register or to establish an identical register for entrance positions when only a few appointments are planned, rather than reopening the entrance examination.

253.2 Definitions

.21 Transfer of Eligibility The voluntary transfer of a person's eligibility between registers established at different installations for the same entrance position(s).

.22 Canvass The district manager may authorize the installation head to canvass the entrance registers of other installations and transfer the eligibility of interested applicants. Canvass means to contact eligibles on existing registers for the same entrance positions in order of their examination scores, starting with the highest score and continuing until sufficient eligibles are obtained to satisfy the need.

253.3 Canvass Procedure

Such a canvass may be authorized to facilitate the hiring of casual, temporary, or career employees. Eligibles must be advised of the category of employment being considered. If casual or temporary employees are sought, eligibles must be advised that any transfer of eligibility will be for all purposes, and the eligible will not remain on the original register. Eligibles who transfer may elect to transfer their eligibility back to their original register within 180 days of the effective date of transfer and must be advised of the opportunity to so elect. An eligible's refusal to accept transfer of eligibility will not be a factor in any subsequent employment consideration by the Postal Service. (For canvassing with Area Registers, see 254.63.)

253.4 Procedure (Eligible Initiated)

.41 Application for Transfer

The eligible desiring to transfer eligibility sends or takes the notice of rating to the postal installation where work is desired and requests that eligibility be transferred. All requests for transfer of eligibility, meeting the criteria of 253.1, will be honored.

.42 Installation Without Comparable Register

If the new installation does not have a comparable register of eligibles and a comparable open examination, the eligible is advised that the transfer cannot take place.

.43 Accepting the Application

If the new installation has a comparable register of eligibles and a comparable open examination, and the requester's eligibility has not expired, the appointing officer at the new installation must request the appointing officer where the eligible is on the register to transfer the register card and application for the eligible who wants to transfer.

.44 Action by Losing Installation

The installation losing the eligible sends the eligible's register card and application form to the requesting installation. All documents that are part of the application (e.g. veteran preference form and vouchers) go with the application. The losing installation keeps a copy of the transmittal letter. It enters on the back of the alphabetical card the postal installation to which eligibility has been transferred and the date of transfer. Prior to transfer of the register card, a photocopy of this card will be made and endorsed to reflect the date and office to which the original card was transferred. This copy will be retained for audit purposes in the inactive register file for the life of the register.

.45 Action by Receiving Installation

The receiving postal installation takes the following actions:

a. Files numerical card in appropriate position in register, within 5 days of receipt.

b. Endorses notice of rating to show new postal installation.

c. Returns notice of rating to eligible with notation that the eligible is now on the register at new installation rather than at the previous location.

d. Prepares alphabetical card for eligible.

e. Files alphabetical card.

.46 Applicants on Inactive Registers

When an eligible who has been placed on an inactive register for any reason other than expiration of eligibility, requests transfer of eligibility, the request must be honored. However, the losing installation will notify the receiving installation of the status of the eligible. If the losing installation head has considered the eligible three times for each position of eligibility, the receiving installation head need not additionally consider the eligible upon receipt of the eligible's register card and application.

.47 Invalid Notice of Rating

If the notice of rating is no longer valid, because either (a) the installation for which the notice of rating was issued reports that the individual's eligibility has expired, or (b) the register on which the individual had eligibility had been superseded by a new examination, the installation to which transfer was requested notifies the eligible that the transfer cannot be effected and why.

.48 Current Eligibility

Eligibility may be transferred even if the requester's name is already on the register at the gaining office. See 252.7. The superseded score becomes inactive, and may not be reactivated if the superseding score is later transferred out. Eligibles must be so advised before transferring their eligibility to a register where they already have eligibility.

254 Area Eligibility Registers

254.1 Definition

An Area Eligibility Register (AER) is a register that serves two or more offices which are within normal commuting distance of each other. Offices which are not within commuting distance should not be included in the area.

254.2 Considerations

.21 If commuting distances are not practical, the AER concept will not work efficiently. An MSC that spans a large geographical area may establish several AERs to serve groups or clusters of post offices when the sectional center area is too large to cover with one register.

.22 Other factors that must be considered when selecting offices to be served by an AER are: the size of each post office, the number of positions in each office, availability of workhours at each office, and the anticipated attrition rate. AERs used to fill positions restricted to preference eligibles by the Veterans' Preference Act of 1944 must be in compliance with 262.1.

254.3 Establishment

.31 Current Registers. AERs are established by merging register cards (active with active, inactive with inactive) of existing individual registers for each office into a consolidated (active and inactive) area register. All current eligibles will be given a new 2-year period of eligibility (with the option to request an addiitional year) beginning with the date the area register is established. All numerical register cards must be annotated with the following data:

Combined into AER

(Date) *(Lead Office)* *(Initials)*

.32 Announcements. It may be necessary or desirable to announce the reopening of the appropriate postal examination. The examination must be announced and publicized in all communities that will be served by the AER. Examination centers are responsible for ordering examination material and the examination announcement which must include:

a. A list of all the offices covered by AER.

b. An explanation that eligibles will designate up to three post offices where they wish to be considered for employment. These designations may *not* be changed (other than reduced) during the eligibility period.

c. An explanation that eligibles may only be considered for one career appointment opportunity at a time. (Exhibit 254.32 is to be used as an addendum to the current announcement until AER announcements are available.)

.33 Notifying Current Eligibles

.331 When existing individual registers are merged, the administrative office sends a form letter to all eligibles on the active register notifying them that:

a. They may designate two other choices.

b. If applicable, they have the opportunity to compete in the new examination to try to improve their score.

c. If they do recompete, their latest designation of three choices will be controlling.

d. Failure to respond will result in the removal of that eligible's name from the active register.

.332 The date that form letters are sent to eligibles must be noted on their numerical register cards. Eligibles who were temporarily placed on the inactive register (e.g., temporarily unavailable for appointment, under age, temporary medical limitations, etc.) should also be sent a form letter when their eligibility is reactivated. Sample letters appear in Exhibits 254.33 A and B.

254.4 Regional Approval

.41 All requests to establish AERs must be submitted to the Regional General Manager, Employee Relations, for approval. Each request must include the following:

a. Type of register.

b. Alphabetical list of all post offices that will be served by each AER. This list should also indicate each office's CAG code.

c. Distance (mileage) between the two most distant offices.

d. Name and finance number of the proposed administrative office. Sectional centers are always the administrative office.

e. If there will be more than one AER in the sectional center, a lead office must be designated for each area register. The lead office should be one of the larger installations and be identified by name and finance number.

f. Name of office where announcements and test results are to be sent.

g. Location of exam point.

.42 Note: If the AER is approved, the regional office will provide the National Test Administration Center (NTAC) with a copy of the request and a letter of authorization.

254.5 Training Requirements

Prior to implementation, the region will provide training to MSC employee relations personnel who will be responsible for establishing and maintaining the AERs. This is an essential part of the program, and AERs may *not* be used until this requirement is met.

254.6 Changes to Area Registers

.61 Authority. Once an AER is established, offices served may not be taken out of the program without concurrence of the Regional General Manager, Employee Relations. Sectional centers are responsible for requesting authority to reopen examinations and recommending changes to area registers.

.62 Consideration. If the AER does not have an adequate number of eligibles available for a particular office, the appropriate examination, if reannounced, must be publicized in all of the communities served by the AER. In some situations, especially in the very small offices where workhours are limited, it may be more feasible to remove this office from the AER concept, and establish an individual register by limiting the announcement to the community where the vacancy exists. However, frequent deletions from established AERs are discouraged.

.63 Canvassing. If fewer than three eligibles on the AER have elected to be considered at the office with the vacancy, the register may be canvassed to identify eligibles who may wish to be considered at that office. Begin at the top of the register, and contact the eligibles in order of their standing on the register. Continue until a sufficient number of eligibles have been identified, to permit selection. An eligible's earlier choices of three offices are not disturbed.

1. List of 0ffices.

   (*name offices*)

2. Consideration to fill positions in any of the offices listed above will be made from those eligibles who have the highest test scores and have elected to be considered at that office. Candidates may choose a *maximum* of three offices in which they wish to work. The choices may *not* be changed at a later time.

   An eligible who receives a career appointment at one office will not be considered for any other offices. Although beginning salaries may vary depending on the size of the office, most beginning salaries are currently ______ per hour. As vacancies occur, eligibles will be considered for positions at the offices of their choices. However, they will only be considered for one career appointment of a time.

3. Eligibility for appointment resulting from this examination is for two years; eligibles may extend their eligibility for a third year, if they so request after the 18th month of initial eligibility.

Exhibit 254.32 Additions to Clerk Carrier Announcement

255 AER Administrative Procedures

255.1 Selection of Three Choices (Post Offices)

.11 Identity Numbers. Each post office assigned to an area eligibility register will locally be assigned an identity number. For example:

1. Alhambra, CA
2. Arcadia, CA
3. Montebello, CA
4. Monterey Park, CA
5. Pasadena, CA
6. San Gabriel, CA
7. South Pasadena, CA
8. Temple City, CA

.12 Designation of Choices. Competitors may designate a maximum of three post offices where they wish to be considered for employment.

Example:
2. Arcadia, CA
5. Pasadena, CA
7. South Pasadena, CA

.13 Changing Choices. Once the choices are made, they may not be subsequently changed (other than reduced), or added to during the life of the eligibility. Should an eligible recompete in the same examination when it is reopened, and designate three new choices, the latest choices are controlling.

.14 Answer Sheets and DFCs. Examination answer sheets are being revised to enable competitors to grid their choices. NTAC will print the competitors' three choices on the register cards. To assist the competitors' understanding of designating three choices, the administrative office will prepare a printed handout that shows the numbers for each office and a large poster showing the same information. NTAC will furnish special Directions for Conducting Examinations (DFCs) to be used whenever an examination is conducted for Area Eligibility Registers.

255.2 Delayed and Reopened Examinations

Delayed and reopened applications may only be accepted in accordance with 272. Persons eligible to file for delayed or reopened examinations under the AER program will be allowed to select up to three offices where they wish to be considered for employment.

255.3 Priority Consideration for Active Military Service

Eligibles entitled to priority consideration (see 242.3) on a previous individual register which is now part of an AER, will be given an opportunity to designate two additional choices, but will receive priority consideration only at the office for which they initially established eligibility. Annotate the eligible's numerical card to reflect this action.

255.4 Transfer of Eligibility

Eligibility may be transferred *only* when the receiving office (area) has an open announcement for the area to which transfer of eligibility is requested. If a request for a transfer designated only one office, the eligible must be given an opportunity to designate two additional choices. Pending receipt of the additional choices, eligibles must be considered for appointment at the single designated office when their names are within reach. A person may not transfer eligibility within an AER.

255.5 Three Considerations

Eligibles must be given three considerations at each office selected for each type of career position (e.g., clerk and carrier) filled from that register. Appointing officials may request that eligibles who previously received three considerations for the same type of career position at their office no longer be certified for that position. Consideration at one office may not be combined with considerations at other offices.

255.6 Recompeting in Open Examinations

When eligibles recompete in an examination with AERs, they are entitled to the higher score and a new period of eligibility (see 252.7). If they designated three new choices, the latest (most recent) choices are controlling.

255.7 AER Hiring Worksheets

.71 Issuing Hiring Worksheets. In addition to the procedure in 264-267, the following are required with AER *Hiring Worksheet:*

a. *Hiring Worksheets* are prepared in triplicate. Two copies are sent to the appointing official of the requesting office. One copy is retained by the sectional center issuing office.

b. Eligibles may be certified for only one casual appointment at a time regardless of position type (e.g., clerk or carrier). While certified for a casual position, an eligible may also be certified for a career position. However, an eligible may be certified for only one career position at a time regardless of position type.

c. Eligibles certified for a career appointment first will not be certified for a casual position at the same time. When the sectional center must prepare hiring worksheets for casual and career positions simultaneously, those eligibles with the highest ratings will be certified on the *career* hiring worksheet first, and eligibles with lower ratings will be certified on the *casual* hiring worksheet.

d. The application (Form 2591) for each eligible certified should be sent to the appointing official along with the hiring worksheet. If an application is unavailable, the correct mailing address for each eligible must be indicated beside the eligible's name on the worksheet.

e. A log of worksheets issued must be maintained. See Exhibit 255.71.

.72 Issuing Multiple Worksheets Simultaneously. When several requests for hiring worksheets are received on the same day, the issuing office must be careful to avoid practices that give the appearance of favoring one post office over others. For instance, if one office always receives a hiring worksheet containing eligibles with lower ratings, it may appear that other offices are being favored. All requests should be date stamped upon receipt and if possible the time of receipt should also be indicated. Hiring worksheets are to be issued in the same order as requests are received.

.73 Return. If a hiring worksheet is returned and no appointments were made, the installation is to submit a report stating the reasons for nonselection. It is **not** sufficient to state: *Position not filled at this time,* if the postmaster intends to submit another request for filling the same position in the near future.

.74 Auditing. The returned hiring worksheet is audited at the MSC to assure compliance with applicable laws and regulations, prior to annotating register cards and processing appointment actions. Detected violations must be immediately brought to the attention of appointing officials so corrective action can be taken. Upon completion of the audit, the person performing the audit signs and dates the hiring worksheet.

Sample Letter to Current Eligibles When Existing Registers are Being Merged and the Examination is Reopened

The Postal Service is beginning a program which will provide greater employment opportunities for eligibles on current registers.

Eligibles now have the opportunity to be considered for employment at three post offices. Previously they could only be considered for employment at one.

Our records indicate that you now have eligibility on the register for: __________ at this post office: __________.

If you are still interested in postal employment, you may designate two additional offices at which you want to be considered from the following list of offices in the area.

1.	11.	21.	31. *(fill in*
2.	12.	22.	32. *names of*
3.	13.	23.	33. *offices*)

Circle the number of each office you select. If you circle more than two, we will record your choices as being the lowest two numbers.

It is extremely important that you be very selective in your choices, since once they are made, these choices may NOT be changed later in any way during your current eligibility.

In addition, the examination for ______ will be reopened for applications from (date) to (date). During this period you may recompete in this examination in order to improve your present score.

Please indicate whether you want your name retained or removed from the register. Should you indicate a desire to have your name retained on the register, you will begin a new two year period of eligibility starting (date).

Check one:

________I am no longer interested in postal employment. Please remove my name from the register.

________Retain my name on the register for the above offices.

____________________ (Signature of eligible)

________ (Date)

You must complete and sign this form and return it to this office no later than (date). Enclosed is a pre-addressed envelope for your convenience.

FAILURE TO DO SO WILL RESULT IN YOUR NAME BEING REMOVED FROM THE ACTIVE REGISTER OF ELIGIBLES FOR EMPLOYMENT CONSIDERATION.

Sincerely,

Exhibit 254.33A Sample Letter 1

Sample Letter to Current Eligibles When Existing Registers are Being Merged and the Examination is Not Reopened

The Postal Service is beginning a program which will provide greater employment opportunities for eligibles on current registers.

Eligibles now have the opportunity to be considered for employment at three post offices. Previously they could only be considered for employment at one.

Our records indicate that you now have eligibility on the register for: ___________ at this post office: __________ .

If you are still interested in postal employment, you may designate two additional offices at which you want to be considered from the following list of offices in the area.

1.
2.
3.
11.
12.
13.
21.
22.
23.
31. *(fill in*
32. *names of*
33. *offices*)

Circle the number of each office you select. If you circle more than two, we will record your choices as being the lowest two numbers.

It is extremely important that you be very selective in your choices, since once they are made, these choices may NOT be changed later in any way during your current eligibility.

Please indicate whether you want your name retained or removed from the register. Should you indicate a desire to have your name retained on the register, you will begin a new two year period of eligibility starting (date) .

Check one:
________I am no longer interested in postal employment. Please remove my name from the register.

________Retain my name on the register for the above offices.

______________________________ __________
(Signature of eligible) (Date)

You must complete and sign this form and return it to this office no later than (date). Enclosed is a pre-addressed envelope for your convenience.

FAILURE TO DO SO WILL RESULT IN YOUR NAME BEING REMOVED FROM THE ACTIVE REGISTER OF ELIGIBLES FOR EMPLOYMENT CONSIDERATION.

Sincerely,

Exhibit 254.33B Sample Letter 2

HWS No.	Area	Office and Number	Position & No. of Vacancies	No. Cert'ed	Lowest Score Cert'ed	No. App'td	Lowest Score App'td	Date Issued	Date Returned	Date Audited	Auditor's Initials

Use of this format to record HWS issuance is mandatory.

Exhibit 255.71. Hiring Worksheet Log

260 Employment and Placement

261 Recruitment

261.1 General Provisions

.11 Coverage. These instructions apply to recruitment for the Postal Service but not to contracts for job cleaning, mail messenger or star route service.

.12 Policy. Subject to specific instructions on promotions, reassignments, and special recruiting programs, vacancies in positions in postal installations must be filled whenever practicable by promoting or reassigning qualified career full-time or part-time postal employees who are performing satisfactorily. When qualified employees are not available within an installation, qualified applicants from other postal installations may be considered. These actions will be taken without discrimination for any nonmerit reason such as race, color, religion, sex, national origin, age, marital status, or physical handicap. When vacancies cannot be filled this way, other recruitment action must be initiated.

.13 Reimbursement of Travel and Relocation Expenses. When considered to be in the best interest of the Postal Service, employees and prospective employees may be authorized reimbursement for travel and relocation expenses, consistent with the provisions of Handbook M-9, *Travel.*

.14 Condition Prerequisite to Filling Positions. A determination must be made that the operating needs require the position to be filled.

.15 Personnel Action Form 50. Form 50, *Notification of Personnel Action,* is the basic documentation of an individual's employment in the Postal Service. Appropriate Postal Service authority must be specifically shown where required.

261.2 Definitions

.21 Recruitment. The process of obtaining a supply of qualified eligibles for employment in the Postal Service. Recruitment involves:

a. Development of sources of supply of candidates for employment;

b. Inducement of applications.

.22 Selection. The process of identifying the best qualified applicant through:

a. Review of the fitness and suitability of applicants; and

b. Determination of those best qualified according to qualification standards and procedures prescribed by the Postal Service.

.23 Appointing Officer. The postmaster or other official who has been delegated authority to make appointments in the Postal Service.

.24 Register of Eligibles. A list of applicants, compiled in order of relative standing for appointment consideration.

.25 Reemployed Annuitant. An employee whose annuity under the Civil Service Retirement Act, as amended, was continued upon reemployment in an appointive position on or after October 1, 1956. Prior approval of the SAPMG, Employee & Labor Relations, must be obtained before reemploying a retired postal or federal employee receiving an annuity from the Civil Service Retirement & Disability Fund. (See ELM 323.331.)

.26 Career Appointment

.261 An appointment to the postal career service without time limitation. Included are:

a. Full-time employees, part-time regular employees, and part-time flexible employees.

b. Exempt, nonexempt, and part-time salaried employees.

.262 Excluded are:

a. Casual and temporary employees.

b. Substitute rural carriers.

c. Auxiliary rural carriers.

d. Postmaster relief/leave replacements.

.27 Casual and Temporary Appointments

.271 Casual employees are noncareer, and are a supplement to the regular work force. Their periods of employment are defined in the collective bargaining agreements with the postal unions. Limitations on the use of casual employees are specified in various collective bargaining agreements.

.272 Temporary employees are noncareer, and are hired to perform work that would otherwise be done by nonbargaining personnel. Their periods of employment may not exceed one year.

.273 Casual and temporary employees:

a. Earn no annual or sick leave.

b. Are not entitled to any other paid leave, except leave to which they may be entitled under the Federal Employees' Compensation Act (FECA).

c. Are not entitled to health insurance, life insurance, or Civil Service Retirement benefits.

d. Are not entitled to Sunday premium or holiday pay.

e. Are subject to the provisions of the FECA.

.274 See ELM 418 for further information.

261.3 Sources of Recruitment

.31 Career Personnel

.311 General. Career vacancies may be filled at the option of the appointing officer by any of the following means:

a. Promotion.

b. Reassignment.

c. Change to lower level.

d. Transfer from another Federal agency (See 261.312.)

e. Reinstatement. (See 261.313.)

f. Selection of persons within reach on the register of eligibles for the position to be filled.

.312 Transfer from Another Agency. A career or career conditional employee who meets the qualification requirements may be transferred from another Federal agency, subject to completion of a probationary period. (Preference eligible employees transferred under this section with one or more years' current continuous service in the same or similar position may appeal a separation during probation to the Merit Systems Protection Board.)

.313 Reinstatement. Former career postal employees and former career or career-conditional federal employees may be reinstated to Postal Service career positions, provided:

a. They meet the qualification standards, including any required examination(s), which may be administered noncompetitively.

b. They meet the following time limits after separation:

(*1*) *Three year limit.* They may be reinstated only within 3 years following the date of their separation, if they have less than 3 years of substantially continuous service or are not entitled to veteran preference.

(*2*) *Unlimited.* They may be reinstated without time limit if: (a) they are entitled to veteran preference or (b) they have completed the service requirements for career status (i.e., a 3-year period of substantially continuous creditable service, beginning and ending with nontemporary postal or Federal career employment. Service under an appointment, or conversion to career status, or based on or leading to it, may be included.)

Note: Service under a temporary or casual appointment does not confer career status. Any reinstated employee is subject to a new probationary period.

.32 Casual and Temporary Personnel

.321 Applicants to Consider. Casual and temporary positions may be filled from the categories identified below . Use categories *a.* through *c.* first; then *d.* ; then *e.* Category *e.* may be considered only after categories *a.* through *c.* have been exhausted and the provisions of category *d.* considered:

a. Former postal or Federal employees with reinstatement eligibility.

b. Current or former casual and temporary employees who were appointed competitively from a register of eligibles, provided they have not had a break in service exceeding 2 years.

c. Registers of eligibles.

d. Consider the transfer of eligibles from the entrance registers of nearby installations as provided for in section 253.1.

e. Employment application file: If the register is inadequate for projected career needs, the examination must be announced and the resulting register used before using the applicant file. However, if enough candidates are not obtained through the above procedures and the register is sufficient to meet the projected career requirements, the installation head may request authorization from the Regional Director, E&LR, to hire from the applicant file.

.322 Application File Procedures. When the employment application file is used to fill casual or temporary vacancies, the appointing official may accept applications from candidates not on the register for the casual vacancies or for temporary appointments. If the employment application file is inadequate, the appointing officer should try to obtain free local publicity. If necessary to recruit for the particular position, place an order with the nearest state employment service office. The appointing officer should also contact veteran organizations, colleges, high schools, civic, women's, minority, and other organizational groups. The appointing officer should emphasize that preference will be given in accordance with the regulations and that there will be no discrimination against any individual or group.

.323 Selection Sequence. When making appointment from outside the register, a qualified person must be selected from applicants who have applied directly to the installation for employment. Such applicants must be considered by priority groups in the following order.

Group 1. —Persons entitled to a 10-point preference who have a compensable service-connected disability of 10 percent or more.

Group 2. —All other persons entitled to veteran preference.

Group 3. —All other applicants.

.324 Selection Procedures

a. The appointing officer must consider all available qualified applicants in the priority order. The appointing officer may select any applicant in the highest priority group but may not select from a lower group as long as there are three qualified applicants in a higher group (or in a combination of higher groups) still available. If three persons are available in group one, the appointing officer may not appoint a person from a lower group: if three veterans are available, either 10-point or 5-point, the appointing officer may not appoint a nonveteran, except as provided in 265.7 (procedure when passing over a preference eligible).

.33 Casual & Temporary Employees—Students

.331 Policy. An additional source of recruitment for casuals and temporary employees is the hiring of eligible students as part of the limited term, noncareer workforce to provide employment for those who could not remain in institutions of higher learning without financial assistance. These procedures are an exception to those provided in 261.32.

.332 Scope. Only students as defined in .333 who are at least 18 years of age, need financial assistance to continue their education, and are enrolled or accepted for enrollment in an institution of higher learning on a full-time basis, during the regular school year, will be considered for appointments. Students appointed as casuals or temporary employees under these procedures are subject to the usual terms and conditions of employment.

.333 Definitions.

a. School. A public or private institution of higher learning accredited by a recognized accrediting body.

b. Student. A person attending on a full-time basis as defined by the institution during the regular school year.

c. Appropriate School Official. The registrar, counselor, placement officer, dean of men, dean of women, dean of students, or principal of the school at which the student is enrolled and attending.

.334 Conditions. Students are eligible for appointment under this program if:

a. Enrolled or accepted for enrollment in an institution of higher learning on a full-time basis, during the regular school year.

b. They have reached their 18th birthday.

c. An appropriate school official will state in writing that the student:

- (*1*) Needs financial assistance to continue education;
- (*2*) Is maintaining an acceptable school standing; and
- (*3*) Scholastic achievement will not be adversely affected by the casual appointment.

.335 Noneligibles. Students who drop out of school, for any reason, and who are unable to furnish satisfactory evidence of enrollment in a school for the next regularly-scheduled term, are not eligible for such appointment.

.336 Requirements. No written examination is required. Form 2485, *Certificate of Medical Examination,* is required.

.337 Procedures.

a. Appointing officials are required to contact and rely upon appropriate school officials for the identification of eligible students. This may be done by personal visits with school counselors and placement officers, and by sending a memorandum to schools in the surrounding area outlining the program. In making these contacts with the schools in their area, installation heads should be aware of their affirmative action responsibilities. A letter similar to the one below may be used.

> The U.S. Postal Service plans to hire a limited number of eligible students as part of its limited-term, non-career workforce. We believe these appointments will not only assist us in meeting our operating needs, but that it also gives us an opportunity to provide meaningful employment for students whose financial situations might otherwise prevent them from continuing in school.
>
> To be eligible for appointment, a student must meet certain requirements as described in the attached certification form. If you believe you have students who meet these requirements and may be interested in an appointment, I, or a member of my staff, would be most willing to discuss the program with you in more detail to cover hours and length of employment, salary, number of positions, etc. My telephone number is [fill in number].
>
> The U.S. Postal Service is committed to an affirmative action EEO policy that assures qualified applicants will receive consideration for appointment without regard to race, religion, color, sex, national origin, politics, or any other non-merit factors.
>
> [*Signature*]
> Postmaster

b. A sample of an acceptable student referral follows:

> Date ____
>
> Postmaster
> [Address]
>
> [Name and Address] is enrolled or accepted for enrollment as a student at this school on a full-time basis, during the regular school year. He/she has reached his/her 18th birthday.
>
> In my judgment, this student needs financial assistance to continue his/her education. Because the record of academic achievement is acceptable, it is reasonable to expect that a casual or temporary appointment will not harm his/her scholastic position.
>
> Name____________________
> Title____________________
> School____________________
> Address____________________

c. The format of each sample letter may be modified to meet appropriate local needs. Certification letters signed by school officials must be filed on the right side of the official personnel folder of each individual hired under this authority.

.338 Selection Considerations

a. Installation heads must check the applications and certification letters to assure that only persons who meet the requirements are selected under this authority. All applicants must be considered by priority groups in the following order:

Group 1.—Persons entitled to a 10-point preference who have a compensable service-connected disability of 10 percent or more.

Group 2.—All other persons entitled to veteran preference.

Group 3.—All other applicants.

b. The appointing officer must consider all available qualified applicants in the priority order. The appointing officer may select any applicant in the highest priority group, but may not select from a lower group as long as there are three qualified applicants in a higher group (or in a combination of higher groups) still available. If three persons are available in group one, the appointing officer may not appoint a person from a lower group; if three veterans are available, either 10-point or 5-point, the appointing officer may not appoint a non-veteran, except as provided in 265.7.

.34 Employment of the Handicapped

.341 Policy. Postal Service policy is to provide employment opportunities to qualified handicapped persons. 29 USC 706 generally defines the handicapped as any individual who has a physical or mental impairment which substantially limits one or more major life activities. Most handicapped employees are appointed from a regular register. However, the *severely* handicapped are appointed from a separate register, and special recruitment procedures are applicable.

.342 Reasonable Accommodation. The Postal Service is required to make reasonable accommodation to meet the physical and mental limitations of qualified handicapped employees, provided the accommodation does not impose an undue hardship on the operations to which handicapped employees are assigned. Reasonable accommodation may include, for example, providing or improving accessibility to the building; modified performance requirements which capitalize on the abilities of handicapped employees without detriment to the service; acquisition or modification of equipment or devices; or special examinations (see 421.84, and Handbook P-30, *Conducting Postal Employment and Placement Examinations, subchapter 540*).

.343 Severely Handicapped—Consideration. Applicants designated as *severely* handicapped must meet the requirements of, and be so designated and referred by, their State Department of Vocational Rehabilitation. The names of applicants so certified are placed on a separate noncompetitive register, which is applicable for appointment to any entry-level position; written entrance exams are not required, but a performance exam may be. A casual or temporary appointment will be made from this register to an appropriate position which properly utilizes the skills and/or capabilities of the handicapped individual. Applicants are considered and selected by the method described in 261.338.

.344 Certification and Medical Exam. Prior to employing a severely handicapped person, the postal installation head must obtain a certificate from the appropriate State Vocational Rehabilitation Agency which indicates that the handicapped person (a) has the ability to perform the duties of the position, (b) is qualified to do the work without hazard to self or others, and (c) is physically and socially competent to maintain self in a work environment, either independently, or with continuing help as has been provided in after-working-hours living. The normal pre-employment medical exam is required. The Medical Officer must provide a statement of medical suitability and recommendation to the appointing official. Local management will use the advice and assistance of the State Vocational Rehabilitation Agency in the training and supervision of handicapped employees and in the post-placement counseling of these employees. (*Note:* These services are a normal part of the follow-up process of State Vocational Rehabilitation Agencies. Postal coordinators for employment of the handicapped will work closely with the State Vocational Rehabilitation Agency representatives in the follow-up program.)

.345 Conversion to Career Appointment.

a. From Casual. If a person given an 89-day casual appointment from the separate severely handicapped register demonstrates satisfactory progress in meeting the requirements of the job, a second 89-day casual appointment may be given to ensure that the individual attains the necessary level of job proficiency. Upon satisfactory completion of the second casual appointment, the individual may be given a career appointment subject to the appropriate probationary period. If the employee's performance during the first 89-day casual appointment is very good, the appointing official may waive all or part of the second casual appointment and convert the employee to career status, subject to the appropriate probationary period. Before waiving the second casual appointment, the appointing official must be satisfied that all facets of the employee's performance fully meet or exceed the job requirements, and that the employer's interests would be best served by granting the waiver. Conversions to career before the completion of first casual appointment are not authorized.

b. From Temporary. A person appointed to a temporary (as opposed to casual) position from the severely handicapped register may be converted to career after 3-6 months of satisfactory service.

.346 Separation. In cases where it becomes reasonably clear that the severely handicapped employee will be unable to develop the requisite abilities for the job, separation action must be initiated as soon as this determination is made, either during the casual appointment period or, if already converted to career status, during the probationary period. The postal installation head will not terminate a severely handicapped person's employment without notification to the State Vocational Rehabilitation counselor concerned, to enable the State Vocational Rehabilitation Agency to make other arrangements for rehabilitation, employment, or other State-sponsored assistance.

.35 Appointment to CAG K Clerk & CAG K-L Rural Carrier

.351 Appointment of post office clerks and rural carriers in these offices is made from the appropriate register maintained by the sectional center to which the office reports. Postmasters at these offices should request names from their register from the MSC when it is necessary to hire. If there is no register, the MSC either:

a. Establishes a register by transferring eligibility from other postal installation(s) (see 253), or

b. Requests NTAC to provide announcements and examining materials.

.352 NTAC sends notices of rating and the register cards to the MSC, which mails the notices of ratings to applicants and provides the requesting postmaster with a list of the top three eligibles on the register. The MSC assists the postmaster, if necessary, in following the rules specified for selecting from a register.

.36 Postmaster Relief/Leave Replacement.

.361 A postmaster relief/leave replacement is used at EAS-A through 15 offices where no career clerical position is authorized. This is a noncareer position without time limitation. Selection is not subject to:

a. Competitive examination or selection,

b. Veteran preference, or

c. Restriction on the employment of relatives.

.362 Use Form 1653 to establish, change, or terminate the postmaster relief/leave replacement's record at the PDC. (Use Form 1377 to report hours worked; see 425, Handbook F-21.)

.37 Emergency Appointments. When an emergency exists, appointing officers are authorized to make casual or temporary appointments without examination to meet any legitimate need that cannot be served by appointment under any other existing authority. These special need appointments are not to exceed one month. However, they may be extended for one additional month when prior approval of the regional headquarters is obtained by showing that the special need still exists. No more than one such appointment of the same person may be made during any period of 12 consecutive months from the date of the original appointment.

262 Special Provisions

262.1 Filling Reserved Positions

.11 Preference Eligibles. Certain positions are restricted to preference eligibles under the Veterans' Preference Act of 1944. This restriction applies only to competition in examinations for entrance into the Postal Service. The following are restricted positions in the Postal Service:

Captain of Guard
Cleaner
Cleaner-in-Charge
Custodial Laborer
Custodian
Elevator Operator
Elevator Starter
Fireman-Laborer
Foreman of Laborers
Guard
Guard-Laborer
Laborer
Laborer-Custodial
Lieutenant of Guard
Matron
Messenger
Watchman (mail handling areas)
Window Cleaner

.12 Nonpreference Eligibles

Applicants who are not entitled to veteran preference may be placed in positions reserved for preference eligibles only when preference eligibles are not available. In such instances, efforts to recruit preference eligibles must be fully documented and made a part of the permanent records filed in the official personnel folder of the non-preference eligibles appointed. Preference eligible restrictions do not apply when these positions are filled through inservice selection.

262.2 Minimum Age

Refer to 312.12, .13, & .14

263 Appropriate Registers

263.1 Bargaining Unit Positions

The craft positions in Exhibit 263.1 are filled only from the indicated Postal Service register(s). Transfers of eligibility from other kinds of registers or proficiency certificates are *not* accepted. See Appendix B.

263.2 Optional Procedure — LSM

.21 When installation heads determine that both the Clerk-Carrier and Distribution Clerk, Machine, registers need to be replenished at the same time, they may seek approval through channels from the Regional Director, Employee and Labor Relations, to announce that applications will be accepted for Clerk, Carrier, Special Delivery Messenger, and Distribution Clerk, Machine positions simultaneously. Applicants may choose to be considered for any of the four positions. All applicants compete in the Clerk-Carrier examination O/N 440, and those who pass compete in the Distribution Clerk, Machine, examination O/N 400, as needed.

.22 Announcements to administer Clerk-Carrier and Distribution Clerk, Machine, examinations under the optional procedures must be requisitioned, along with other test material, from NTAC. A copy of the region's authorization to use the optional procedures must be submitted with Form 2487, *Requisition for Test Material,* to NTAC. After receipt of the O/N 440 test results, eligibles' names are entered on the Clerk-Carrier register. Eligibles who indicated an interest in Distribution Clerk, Machine, positions will be scheduled for test O/N 400.

Position To Be Filled	Register & Examination
Automated Markup Clerk	O/N 710, 712
Clerk and Carrier Special Delivery Messenger	Clerk/Carrier register O/N 440
Rural Carriers Substitute and Auxillary	Substitute rural carrier register Tests 172 and 199
Distribution Clerk Machine Trainee, MPLSM & SPLSM	Distribution clerk machine register resulting from Test O/N 400. (See 263.2 for optional procedure; also see subchapter 540, Handbook M-54, *Letter Sorting Machines.*
Mailhandler	Mailhandler register O/N 450, Test 915
Maintenance positions	Appropriate maintenance (custodial) register (see Appendix B)
Motor Vehicle positions	Garageman register; Motor vehicle operator register; Automotive mechanic register, etc., as appropriate
Typist; Clerk-typist; or Clerk-stenographer	O/N 710, 712 (Also O/N 711 for Clerk-Stenographer)

Exhibit 263.1 Registers and Exams Used to Fill Positions

The number scheduled should be based on the anticipated need for letter sorting machine trainees over a reasonable period. Eligibles on the Clerk-Carrier register must be scheduled in descending rating order to participate in test O/N 400.

.23 Installations using the optional procedures will apply the same requirements to applicants eligible to apply under the "delayed" or "reopened" procedures described in 272. These applicants must first qualify on the Clerk-Carrier examination, before being scheduled for the Distribution Clerk, Machine, examination.

263.3 Nonbargaining Unit Positions

Nonbargaining unit positions must be filled through appropriate inservice promotion or reassignment procedures; or from established Postal Service entrance registers of eligibles. Whichever method is used, applicants must pass the appropriate required Postal Service written and/or proficiency examination. Proficiency certificates or examination ratings from other sources are not acceptable. See Appendix B.

264 Selection Preparations

264.1 Responsibility

Appointing officers are responsible for making selections for appointment. They may not discriminate for any nonmerit factor such as race, religion, color, sex, national origin, age, or physical handicap.

264.2 Rule of Three

.21 Selection is made from among the three highest rated eligibles who are available for the type of appointment being offered from the appropriate register. However, a preference eligible may not be passed over to select a nonpreference eligible who is lower on the register unless selection is documented. See 265.7. *(Note:* at the appointing officer's option, a selection may be made, even if only one or two eligibles are available.)

.22 At the installation head's option, persons employed in the same installation or another installation within commuting distance, in a job at the same or higher level as the job being filled, need not be considered if:

a. The *Hiring Worksheet* is for a career appointment, and the person holds a career position, or

b. The *Hiring Worksheet* is for a temporary or casual appointment, and the person holds a career, temporary, or casual position.

.23 Preference eligibles who are omitted from consideration as provided in 264.22 are not considered to have been passed over.

264.3 Maintenance of Records

To support selection actions, a record must be kept of the eligibles considered for each hire or group of hires on the *Hiring Worksheet*, and on the back of the register cards. See 255 for specific record maintenance procedures for area eligibility registers.

264.4 Number Considered

.41 Vacancies. Determine number of vacancies in the category (e.g., clerk, carrier, mail handler).

.42 Eligibles. Enough eligibles are processed to permit the appointing officer to consider three names for each vacancy. The availability of eligibles will vary depending on the type of appointment offered, the length of time the eligibles have been on the register, and local employment conditions. Experience will suggest the approximate number of eligibles to be processed for a given number of vacancies.

264.5 Preparing List

.51 Sequence. Pull register cards and applications for eligibles to be processed. Number the *Hiring Worksheets* sequentially within the calendar year (e.g., 80-1 for the first worksheet issued in 1980; 80-2 for the second, etc.) Use a single numbering sequence for all registers, not a separate sequence for each register. Show date, title of position, and number of vacancies to be filled. List the eligibles' names and ratings in register order in the appropriate spaces on the worksheet.

.52 Validity. *Hiring Worksheets* are valid for a period of 21 calendar days unless supplemented. If needed for more than 21 days, an extension of 10 calendar days may be granted. Requests for extension must be documented with the reasons to the MSC. All offices, however, must make every effort to close out *Hiring Worksheets* as soon as possible to avoid causing missed opportunities to eligibles.

.53 Supplements. Supplements will include any new additions to the register and are valid for a period of 21 calendar days. A supplement may not be issued until all names on the *Hiring Worksheet* and any previous supplement(s) have been considered.

.54 More Than One Position. If the register is used for more than one entrance position (such as clerk and carrier) and the eligible has elected to be considered for both positions, the eligible's name must be included on any *Hiring Worksheets* prepared for either category.

264.6 Recording on Register Card

Record the date and number of the *Hiring Worksheet*, and the title of the position for which the eligible is being considered, on the back of the register card. For AER offices, also record the post office for which the *Hiring Worksheet* is issued.

264.7 Contacting Eligibles

.71 Send Form 2550, *Call-In Notice*, to each eligible listed. (In an emergency, eligibles may be contacted by phone. However, in such cases, the *Hiring Worksheet* must be so noted and records kept of any declinations or unavailability.) Impartially describe to all eligible concerned the position or positions to be filled. Any eligible who declines, fails to reply, or from whom a communication is returned undeliverable, will be eliminated from further consideration and the name is removed from the active register.

.72 An eligible who has been removed from the active register for any of these reasons will be restored to the active register upon request, if eligibility has not expired. Position on the register is determined by numerical rating and any veteran preference. (If the reason for the eligible's removal was active duty in the Armed Forces, see 242, which provides different standards for restoration.)

.73 Retain a copy of every Form 2550 with the *Hiring Worksheet.*

264.8 Suitability Checks

Applications and related documents must be carefully reviewed and police and other record checks made to determine suitability of the eligibles for appointment. See 310 and 320.

265 Selection Procedures

265.1 Preappointment Interview

.11 Interview Requirements. After the application for employment has been thoroughly reviewed, and before selection has been made or medical examination scheduled, the appointing officer calls the eligible whose appointment is anticipated, for a personal interview. Wherever feasible, the eligible should be shown the actual job site and working conditions. Explain to the eligible:

a. Duties required in the position.

b. Physical requirements for the position.

c. Hours of work including reporting times, overtime, holidays, and weekends.

d. Conduct requirements.

e. Benefits, such as leave, retirement, insurance, etc.

f. The importance of full and truthful answers on the application. See 313.3 for particulars concerning convictions.

g. An explanation of Equal Employment Opportunity concepts.

h. Required appearance and dress.

.12 Evaluation of Eligibles

.121 Appointing officers are held responsible for the economical and proper operation of their installations, for the security and sanctity of the mail which flows through their installations, and for the personal appearance and conduct of their employees. To meet this responsibility in a satisfactory manner, they must make careful and accurate evaluation of eligibles. This is extremely important since jobs should not be tailored to individual wishes or capabilities after employment.

.122 Employees customarily receive and must respond to verbal inquiries from supervisors and customers. Unless appointed with a speech and/or hearing impairment or handicap (e.g., under 261.34), employees must have basic competence in speaking and understanding English.

.123 Those who do not appear to be capable of meeting Postal Service standards should not be selected.

265.2 Selection of Eligibles

Appointing officers are required to select the best qualified applicants from the register of eligibles. To do this, the *rule of three* must be used in making selections (see 264.2). Eligibles found not suitable are disqualified as described in 310 and 320.

265.3 Selective Factors

.31 Definition. Selective certification is an additional screening process that may be used to identify candidates already listed on the *Hiring Worksheet* who possess specific specialized qualifications for selection consideration. Each specialized qualification requirement is expressed as a *selective factor*.

.32 Documentation of Selective Factors. A selective factor is a knowledge, skill or ability essential for satisfactory performance and considered essential to produce a list of eligibles. Selective factors, if used, must be included in the announcement. Prior to filling the vacancy, selective factors must be identified and justified in a written request to NTAC. This request must include the following:

a. The name of the knowledge, skill, or ability to be used as the selective factor.

b. Identification of the duty or duties in the position that require the special knowledge, skill, or ability (the selective factor).

c. An explanation of the way candidates can demonstrate this knowledge, skill, or ability through work experience, training, or education.

.33 Using Selective Factors. Under this procedure, the appointing official, personnel officer, and/or a subject matter specialist interviews and evaluates applicants with respect to the selective factor(s). A new *Hiring Worksheet* is established by eliminating any applicant who fails to meet the selective factor(s). The top three eligibles are then considered by the appointing official in the order of their scores on the original *Hiring Worksheet*.

265.4 Selection Decision

The appointing official, in making the decision, will follow the procedures specified in 265, with particular attention to provisions of 265.2. The appointing official is responsible for making selection decisions soon enough to allow medical staff to perform medical examinations without undue pressure to meet reporting dates. In making the decision, the appointing officer will follow the procedures specified in 265, with particular attention to provisions of 265.2. When the decision is made, the appointing officer directs the eligible to obtain the required medical examination, and advises the appointee that the selection is subject to satisfactorily passing the medical examination. After the medical officer reviews the medical certificate, the appointee is advised as to whether the medical qualifications have been met. If so, the appointing officer will, if practicable, notify appointees at least 2 weeks before requiring them to report for duty, so that they may give sufficient notice to the present employer of the intention to resign.

265.5 Selection Sequence

For the first vacancy, the appointing officer selects from the three highest on the *Hiring Worksheet* who are available for the position to be filled. If more than one vacancy is available, eligibles not selected in filling the first vacancy, plus the next available eligible listed on the *Hiring Worksheet*, are then considered. An eligible who has been considered three times for the same job category, and not selected, need not be considered again for that job category. However, the eligible's name remains on the active register until considered three times for each career position for which the register is used (see 264.54). (Exception: If no hiring of Special Delivery Messengers is anticipated, names may be removed from the Clerk-Carrier register following three considerations each for clerk and carrier.)

265.6 Failure to Meet Job Requirement

.61 An eligible who fails to meet the requirements for a specific position (for example, ability to drive when that is required) is not included among those available. The *Hiring Worksheet* should be properly endorsed. If the *Hiring Worksheet* contains fewer than three eligibles for a vacancy, the appointing officer obtains additional names from the register, makes the required entries on their register cards, makes the required checks, and obtains the necessary vouchers.

.62 An eligible being considered for a position requiring driving, who presents a Form 2480, *Driving Record*, which does not meet Postal Service criteria for a safe driving record, is not included among those available. If the date(s) of the disqualifying incident(s) are such that the eligible may become qualified during the period of eligibility, the register card will be appropriately annotated. The eligible is again available when the period of disqualification expires and the eligible so notifies the installation head. The same procedure applies if the driving record provided by the state indicates disqualification.

.63 Eligibility time continues to run during the period of disqualification. See Exhibit 465, Table of Disqualifications.

265.7 Objection to or Pass Over of Preference Eligible

.71 All Veteran Preference Eligibles EXCEPT CPS (which did not result in passover)

.711 Preparation. Whenever it is proposed to object to a preference eligible for *other than* medical reasons, or pass over a preference eligible and appoint a nonpreference eligible, the appointing official must prepare written reasons that justify the proposed action. (See 327 for objections for medical reasons.)

.712 Review and Concurrence. These reasons must be reviewed and concurred in by the SC Director, E&LR, (Director, Support, where the former is not authorized). If the position to be filled is in the sectional center, the review and concurrence of the District Director, E&LR is required. The reviewing official will rule as to the sufficiency of the reasons for the proposed objection or pass-over. The Director's concurrence or denial of the proposal must be indicated on the written request along with the authorized signature and date. The request must then be attached to the *Hiring Worksheet*.

.713 Reasons for Objection or Pass Over. The only acceptable reason for passing over a veteran preference eligible, and appointing an eligible without veteran preference is the possession of evidence that indicates the preference eligible fails to meet suitability requirements (See Chapter 3). For example: The veteran is being considered for a mailhandler job. While previously employed as a casual mailhandler a short time ago, the veteran's preference was clearly unsatisfactory and was so documented. This could be considered a valid reason for passing over the veteran and appointing a nonpreference eligible lower on the register.

.714 Procedure

a. Time Limits. If the Director cannot act on the request in time to permit the *Hiring Worksheet* to be returned to the issuing office within 21 days, the desired final action may be shown on the *Hiring Worksheet*. However, at least one appointment for each must be reserved until the Director's decision is received. If the Director denies the request, the proposed objection or pass-over may not be effected.

b. Appeal. Any preference eligible objected to, or passed over in favor of a nonpreference eligible, will be given the reasons for this action and will be informed of the appeal rights to the Region. (See 315.3). The Region's decision is final.

.72 CPS (Veterans with 30% or more Compensable Disability)

.721 General. When it is proposed to pass over a CPS veteran to select a nonpreference eligible in the same "group of three" the CPS eligible must first be afforded the right of an OPM review as described below. *A non-medical objection to a CPS eligible that does not result in a pass over is handled in accordance with 265.71.* The appointing official must hold a position open until a final decision is furnished by OPM.

.722 Action by Installation. The appointing official forwards to the Regional General Manager, Employee Relations Division a file containing:

a. A completed SIDE A of SF-62 in triplicate;

b. A copy of the eligible's Form 2591, *Application for Employment;*

c. A copy of all information relied upon to support the pass over, and *Note:* Detailed medical information, if present, will be placed in a sealed envelope marked with the individual's name and the words "Restricted—Medical." The envelope, along with the other required documents, will be submitted to the Regional General Manager, Employee Relations Division. Upon receipt, the envelope will be forwarded unopened to the Regional Medical Director.

d. A signed, undated written notice to the eligible; this notice must:

(*1*) Advise the eligible that the pass over is proposed and explain the reasons for it;

(*2*) Specify the name of the installation, position title, grade, and hiring worksheet number;

(*3*) Advise the eligible of the right to respond in writing within 15 days of the date of the notification to: Office of Personnel Management, Bureau of Investigations, Division of Adjudication, Room 803H, 1900 "E" Street, N.W., Washington, DC 20415.

(*4*) State that OPM will notify the eligible of its decision on the proposed pass over.

.723 Action by the Region

a. Upon receipt of the file from the appointing official, the Regional General Manager, Employee Relations Division will review the file for completeness and adequacy of supporting documentation.

b. If the Region finds that the file *does not* adequately support the tentative rejection, it will advise the appointing official to appoint the eligible, or furnish additional relevant and material information.

c. If the Region finds that the file *does* adequately support the tentative rejection, it will:

(*1*) Date the notice to the veteran (which was previously prepared and signed by the appointing official) and send it to the veteran by certified mail, return receipt requested.

(*2*) Send the SF-62, a copy of the written notice to the veteran, Form 2591, and all supporting documentation upon which the disqualification was based to OPM. Materials must be sent in a double envelope, with the inside envelope marked "Restricted-Medical." Send via certified mail, return receipt requested, to: Office of Personnel Management, Bureau of Investigations, Division of Administration, Room 803H, 1900 "E" Street, N.W., Washington, DC 20415.

(*3*) Steps (1) and (2) above will be completed within 10 calendar days.

.724 *Action by OPM*

a. If OPM sustains the reasons for pass over of the CPS veteran, the application and one copy of the SF 62 are immediately returned to the Regional General Manager, Employee Relations Division, and another copy of the SF 62 is concurrently forwarded to the appropriate installation. The appointing official may then take action to select the nonpreference eligible.

b. If OPM does not sustain the reasons for the request to pass over the CPS veteran, the appointing official may submit more detailed information to the region. If the region determines that the circumstances warrant reconsideration by OPM, the same submission procedures will be followed, again giving the CPS eligible 15 days to respond to the more detailed information. If OPM does not sustain the reasons for the proposed pass over, the appointing official may not pass over the preference eligible.

265.8 Selection Process

.81 Example of Selection Process

.811 An example of the way the selection process works for four casual vacancies is given below:

Rating	Name	Action
98 CP	William Brown	
96 CP	Barry Friedman	
92 CP	Robert Green	
99	Sandra Jurjurian	
98	Robert Simpson	
96 TP	Michael Rucker	
92 XP	Lorna Hudgins	
92 TP	Lucy Villasenor	
92	Roger Pierce	
92	Ronald Thompson	
87 TP	Gregory Wilson	
86	Rosa Acosta	
85 TP	Karen Gray	
84	Valerie Yee	

.812 Assume that a *Call-In Notice* has been sent to each eligible; that some have been returned showing that some eligibles are available for the type of appointment and position to be filled; others returned have indicated other eligibles are not available; and some eligibles have failed to reply.

.813 William Brown and Ronald Thompson have stated that they are not available. Sandra Jurjurian failed to reply. In the Action column opposite the names William Brown and Ronald Thompson, enter "NA" for not available. In the Action column opposite the name Sandra Jurjurian, enter "FR" for failure to reply.

.814 For vacancy #1, Barry Friedman, Robert Green, and Robert Simpson would be considered. Assume that Robert Green is selected for vacancy #1. For vacancy #2, Barry Friedman, Robert Simpson, and Michael Rucker would be considered. Assume that Michael Rucker is selected for this vacancy. For vacancy #3, Barry Friedman, Robert Simpson, and Lorna Hudgins would be considered. Assume that Lorna Hudgins is selected for vacancy #3. Barry Friedman and Robert Simpson now have three considerations, and the appointing officer need not consider them again. Assume that the appointing officer chooses not to consider them further. For vacancy #4, Lucy Villasenor, Roger Pierce, and Gregory Wilson would be considered. Gregory Wilson was selected.

.82 Recording Consideration Data

.821 Use the following symbols in recording action taken concerning each eligible processed in a hiring action, both on the *Hiring Worksheet* and on the register card:

A =Selected
NS =Not Selected
NA =Not Available
FR =Failed to Reply
CRU=Communication Returned Unclaimed
D =Declined Appointment
CE =Eligible currently employed under a career appointment at the same or higher level in the same installation, or another installation within commuting distance.
SE =Eligible currently employed under a casual or temporary appointment at the same or higher level in the same installation, or another installation within commuting distance. (Note: this action code is applicable only to non-career appointments.)

.822 In the example shown in 265.81, "A" would be entered in the Action column opposite the names Robert Green, Michael Rucker, Lorna Hudgins, and Gregory Wilson to show that they were selected for appointment. Enter "NS" in the Action column opposite the names Barry Friedman, Robert Simpson, Lucy Villasenor, Roger Pierce, Rosa Acosta, Karen Gray, and Valerie Yee. Also enter the number of times each was considered.

.823 For ease in record keeping and in auditing selections to ensure that the *rule of three* has been observed as required (one selection in each three eligibles available for the type of appointment and position), enter "C" beside the eligible's name each time he or she is considered. Enter the "C's" in columns, one column for each vacancy, to assist in correctly identifying the three persons to be considered for each vacancy. An eligible considered three times for the same type of appointment and position need not be considered again for that position and type of appointment, at the option of the appointing officer.

.824 Your *Hiring Worksheet* now looks like this:

Rating	Name	Action				
98 CP	William Brown					NA
96 CP	Barry Friedman	C	C	C		NS-3
92 CP	Robert Green	C	│	│		A
99	Sandra Jurjurian	│	│	│		FR
98	Robert Simpson	C	C	C		NS-3
96 TP	Michael Rucker		C	│		A
92 XP	Lorna Hudgins			C		A
92 TP	Lucy Villasenor				C	NS-1
92	Roger Pierce				C	NS-1
92	Ronald Thompson				│	NA
87 TP	Gregory Wilson				C	A
86	Rosa Acosta					NS-0
85 TP	Karen Gray					NS-0
84	Valerie Yee					NS-0

.83 Retention on Register.

.831 Register cards are removed from the active register and placed in the inactive register numerically only as a result of:

a. A career appointment either part-time or full-time;

b. Failure to reply to *Call-In Notice*, or other official correspondence;

c. Return of official communication undelivered;

d. Indication from eligible of unavailability for career appointment;

e. Receipt of request from eligible to remove eligible's name from register;

f. Expiration of eligibility;

g. At the option of the installation head if the eligible has been considered three times for career appointment for each position serviced by the register;

h. Twice failing either the strength and stamina test or road test, if required.

i. Failing pre-employment MPLSM dexterity qualification ((See 540, Handbook M-54.)

j. Declining a career position, unless retention on the register is requested.

.832 If the register is used to fill more than one type of position (e.g., clerk, carrier, and special delivery messenger), nonselection for one type of position would not eliminate the eligible from consideration for the other types of positions.

.84 Register Card Notations. Notations are made on the backs of the register cards to indicate the action taken or reason for eliminating the eligible from consideration. In the example shown in 265.81, entry should be made in the Action column on the back of each register card to correspond with the entry shown in the Action column on the *Hiring Worksheet*. In the case of the eligibles who were not selected, NS-3 would be entered on the cards of Barry Friedman and Robert Simpson, who were considered three times and not selected. If the appointing officer did not wish to consider these eligibles again for a casual position, the card should also show, *Do not reconsider—casual.* NS-1 would be entered on the register cards of Lucy Villasenor and Roger Pierce, since they received one consideration and were not appointed. They are entitled to two more considerations for casual clerk when such appointments are made in the future and their names are again reached on the register for appointment consideration. NS-0 would be entered on the register cards of Rosa Acosta, Karen Gray, and Valerie Yee, whose names were not reached for consideration. They are therefore entitled to three considerations for casual when such appointments are again being made and their names are reached on the register for appointment consideration.

.85 Refiling Register Cards. Register cards are refiled as follows:

a. Not Selected (NS), back in regular grade order.

b. Not Available (NA), in the inactive register if it is clear that the eligible is not interested in any postal position. (In the example, however, the eligibles were being considered for a casual appointment and may, in fact, be interested in a career appointment. In that case, return the card to the active register in regular grade order.) Cards for those not available for 60 days or less are annotated and filed in the active register in regular grade order. If eligibles will not be available for more than 60 days, annotate and file the cards in the inactive register. Inform such persons in writing that their names have been placed on the inactive register and that they should advise the installation head when they again become available. Alternatively, register cards for eligibles temporarily unavailable may be annotated and returned to the active register.

c. Failed to Reply (FR), and *Communication Returned Undelivered* (CRU), in the inactive register. (*Note:* At the installation head's option, register cards for those eligibles who failed to reply to a *Call-In Notice* for a casual or temporary appointment may be refiled in the active register. If this option is used, it must be used consistently.)

d. Selected (A), in the inactive register, if the appointment received was career. If the appointment was other than career, the card is refiled in the active register in regular grade order, since the eligible is entitled to consideration for a career appointment from the register when such appointment is being made and the name is reached for consideration.

e. Declined (D), in the inactive register, if the position declined was career and the eligible did not request that the name be retained on the register for future consideration for career appointment. If future consideration was requested, refile the card in regular grade order in the active register. If the position declined was other than career, refile the card in the active register for future consideration for career appointment, unless the eligible asked to have the name removed from the register or indicates clearly in writing no interest in a career appointment from this register; if so, the card is filed numerically in the inactive register.

f. Currently Employed as Career (CE) or *Noncareer* (SE) at the same or higher level in the same installation or another installation within commuting distance: (1) CE in the inactive register; (2) SE in the active register.

266 Auditing Hiring Actions

266.1 General

A continuous audit system is maintained. All appointments are periodically audited through procedures established by the Employment and Placement Division, Employee Relations Department, Headquarters. Audit reports are only available for inspection by authorized organizations. *Hiring Worksheets* must be kept for 5 years. Audit of hiring practices and procedures in postal installations are made as necessary by Headquarters and regional Employee Relations personnel and the Inspection Service.

266.2 Worksheet Audits

All *Hiring Worksheets* must be audited at the installation or MSC before the appointments are made, to assure compliance with applicable regulations, especially concerning veteran preference and the *rule of three.* Evidence of this audit (e.g., *Audited by [signature] on [date])* must appear on the *Hiring Worksheet.*

267 Personnel Paperwork

After new employees have been selected, they are told when and where to report. The necessary papers to process the appointment are completed in accordance with Chapter 6. The installation head sends the necessary documents to the appropriate E&LR Information Center (ELRIC) for processing. Generally appointments are not effective until the person selected is found medically suitable (see 322.4).

270 Reopening Entrance Examinations

271 Exhausted Registers

271.1 Responsibility

.11 Installation Head Review. AER custodians and appointing officers at installations not included in an AER group are responsible for assuring adequate eligibility registers to meet predictable hiring needs. When installation heads consider it necessary to replenish a register, they may seek authorization to reopen the examination through appropriate management channels. The request must include brief comments justifying the need to reopen the examination (e.g., size and condition of existing register, attrition rate, number of anticipated vacancies, possibility of reassigning excess craft employees, or canvassing identical registers of nearby installations).

.12 Approval

.121 Regions have the authority to approve the establishment, changing, or reopening of area registers. Authority to approve reopening of conventional registers is:

a. Sectional center managers, for associate office registers;

b. District managers, for MSC or BMC registers.

.122 If there are no available eligibles on the old register, terminate it. However, registers must not be terminated nor examinations continuously kept open to eliminate consideration of low scoring eligibles. Posting material must be requested from NTAC. (See 421.4 for details.)

271.2 Procedures

The procedures for reopening examinations are the same as for opening them. See 210 and 220.

271.3 Combining Registers

When the register cards for the reopened examination are received, they are combined with those from previous administrations of the exam where the eligibles have not yet completed their period of eligibility.

271.4 Open Continuous Examinations

In a few situations where experience shows that the examination has to be constantly reopened, an examination announcement without a closing date may be posted at that installation. Applicants are examined periodically when numbers of applications received warrant and the new eligibles are added to the installation's register. Unappointed eligibles are removed from the file when their 2 years of eligibility or the third year extension expires. (See 252.9.)

272 Entrance Examination—Not Open

272.1 Persons Entitled to 10-Point Preference

.11 When an entrance examination is not open, applications will be accepted at any time from a qualified person entitled to 10-point veteran preference (either CP or XP), provided any one of the following conditions is met:

a. There is an *existing* register for the position for which application is submitted.

b. There is a register about to be established for such a position.

c. A career appointment from a register has been made to the position within the three years preceding the date the application is filed.

.12 Eligibility will be cancelled if the veteran is unable to prove veteran preference. Proof of entitlement to 10-point preference may be required before the applicant is scheduled for the exam.

.13 The veteran may reopen each examination only once at any one installation.

272.2 Former Federal Employees

Under certain circumstances, the Postal Service accepts applications from the following kinds of former employees in order to assist them in obtaining further employment in the Federal service:

a. A Displaced Federal Employee. A career or career conditional employee who either

(*1*) is separated by reduction in force, or

(*2*) resigns or is separated for failure to accept a new assignment to another commuting area. Applications will be accepted up to 2 years from date of separation for career employees and one year for career conditional employees. (See Section 243.)

b. Furloughed or Separated. A preference eligible who has been furloughed without pay or separated without delinquency or misconduct from a position in which the eligible served under a career or career-conditional appointment.

c. Eligible for Reinstatement. A preference eligible who won an appeal from dismissal or furlough without pay, but who cannot be reemployed in the former agency following such appeal, if the office which originally handled the appeal allows the eligible to file for other positions.

272.3 Persons Unable to File Application because of Military Service

.31 Applications will be accepted from persons who missed an opportunity to compete in an open examination because of military service or hospitalization for no more than one year from the date of discharge from military service if:

a. The application was filed within 120 days after discharge from the military or the hospital.

b. The register established from the missed examination has not expired.

.32 Applications will also be accepted from these persons if opportunity to compete was missed while traveling to a permanent residence after discharge from the military or hospital, providing that the application is filed no later than 120 days after such discharge.

.33 Applicants may file applications while still in the Armed Forces, provided their discharge or release from active service is to be within 120 days. Any questions about leave from the Armed Forces necessary to compete in the examination must be resolved by the applicant and proper military authorities. Applicants are not considered for appointment until they notify the appointing officer that they will be available for appointment in the near future.

.34 Entitlement to veteran preference is not a requirement for eligibility to file a delayed application under this section.

272.4 Reservist on Active Duty

Application will be accepted from a member of a reserve unit of the Armed Forces who was unable to file application or appear for the written test because of active duty (even if designated for training purposes) with the Armed Forces. This is subject to the following conditions:

a. The active duty must have been for a period of more than 15 days.

b. The examination for which the applicant wishes to file must have been open during the period of active duty or have been announced within 120 days after release from such duty.

c. The register which resulted from the examination must not have been terminated.

d. The applicant may file the application while on active duty, but must file within 120 days after release from such duty.

272.5 Acceptance of Application

The applicant must apply directly to the post office at which employment is desired. Upon receipt of the application, the appointing officer will determine whether the applicant is eligible to have the application accepted under this section.

272.6 Written Examination

If the examination is a written one, the application card is forwarded to the appropriate examinations specialist who will schedule the necessary exam.

272.7 Rated Application Examination

If the examination is a rated application, the necessary supplemental experience statement forms are obtained from NTAC. The applicant's training and experience will be rated by NTAC on the basis of the information submitted. Results will be mailed to the installation head.

272.8 Limitations

A CP or XP preference eligible qualifying under 272.1 (reopened), or 272.3 (delayed), may take the same examination for the same installation only once. That is, the individual may not use the 272.1 privilege in concert with the 272.3 privilege to take the same examination twice. Where an area eligibility register (AER) is in use, the examination may be reopened only once, not once for each installation in the area.

280 Review of Rating

281 Right to Review

Competitors are not advised in advance of the possibility of having their examination ratings reviewed. However, if competitors or the installation head question the accuracy of the examination rating, the installation head should follow the appropriate procedure in 282.

282 Procedure

282.1 Written Test

Advise NTAC of complaint. NTAC rescores the test. Since NTAC keeps answer sheets only 6 months, later review will not be possible.

282.2 Experience and Training

Only experience and training acquired before closing date for receipt of applications can be considered. Return the application showing additional experience and/or training to NTAC for rerating. This must be submitted within 6 months of the issuance of the original notice of rating.

Chapter 3
Employment Suitability and Considerations

310 Suitability Requirements and Determinations

311 General Information

311.1 Policy

The U.S. Postal Service is obligated to maintain the security of the mail and to assure public trust and confidence in the reliability and integrity of its employees. To discharge these obligations, the Postal Service must evaluate, in addition to such matters as education and work experience, the overall suitability of an applicant for postal employment. All appointing officers must make certain that eligibles are suitable for postal employment. It is also their responsibility to ensure that the suitability determinations and appointments are made without discrimination on account of any nonmerit factor such as race, color, religion, sex, age, national origin, marital status, or physical handicap.

311.2 Review of Application

.21 The appointing officer obtains Form 2591, *Application for Employment* from eligibles whose standing on the register is such that they will be considered for employment within a reasonable period of time. After applicants have been rated eligible on the basis of a written test or an evaluation of experience and training, the appointing officer should review their applications to determine that they meet all the requirements specified in the announcement and are suitable for postal employment. The appointing officer should review the applications very carefully, particularly with regard to omissions, false statements, periods unaccounted-for, and poor employment records. Each application must bear the eligible's signature and must contain satisfactory answers to these items:

a. Date of birth.

b. Citizenship (see 312.2).

c. Removals.

d. Convictions, forfeitures of collateral, or pending charges (see 313.3).

.22 An applicant reporting to the exam without positive ID is required to sign the back of the admission card. (See 422.7.) The card is then returned to the installation head for later comparison with the signature on Forms 2591 and 61. If the signatures are obviously different, it may indicate impersonation. Report such cases to the SC Director, E&LR (or equivalent), who will report it to the Inspection Service.

311.3 Timing of Suitability Determination

Normally the suitability determination, including any inquiries needed for that determination, is made only for eligibles whose standing on the register is such that they likely will be considered for appointment within a reasonable period of time. However, the inquiries and the suitability determination should be made sufficiently in advance of need so that the filling of vacancies will not be unduly delayed.

311.4 Factors Affecting Appointment Determinations

All of the factors listed below must be considered in determining the fitness of a candidate for appointment (reference is made to the appropriate section which explains each factor in detail):

a. Medical (320).

b. Immediate relatives (312.3).

c. Age (312.1).

d. Citizenship (312.2).

e. Residence (312.4).

f. Personal suitability (313).

g. Work history (313.5).

311.5 Making Appointment Determinations

.51 Regions and Field

In general, the installation head or appointing officer is responsible for making the final decision in determining fitness for employment. The appointing officer must make certain that the eligible meets Postal Service standards. The following are variations or exceptions to that responsibility:

a. A finding of not medically fit must have the concurrence of a postal medical officer (see 324).

b. Certain situations permit the hiring of relatives if approved by the appropriate authority (see 312.33 and 312.34).

c. Where the eligible's past history indicates unsuitability, but the installation head or appointing officer believes that special consideration should be given, the file and recommendation should be sent for concurrence through the sectional center to the district, attention: District Director, E&LR (see 313.1).

d. Advice on doubtful cases should be sought from the appropriate higher authority (see 313.1).

e. Prior approval from the district is required before appointing a former Federal or postal employee who was removed for cause or who resigned while charges were pending (see 313.53).

.52 Headquarters. Wherever these regulations require review, concurrence, or determination by district or regional authorities, the APMG, Employee Relations, performs this function for positions in Headquarters and its administrative supporting facilities (ASFs).

311.6 Obtaining Records

.61 Civilian Employment, Including Federal Service

.611 General. Prior to making a selection, it is essential that character references, former employers, and local police records be checked. It is also essential that the appointing officer carefully evaluate the past records of employees applying for employment by appointment, reinstatement, or transfer to the Postal Service, in order that the security of the mail is not jeopardized.

.612 Obtaining OPFs. If the eligible's former employment was in another Federal installation, contact the installation head involved and request a recommendation as well as the eligible's personnel folder. If the personnel folder has been sent to the National Personnel Records Center, the folder must from that office (Use SF 127, *Request for Official Personnel Folder*).

.613 Pre-employment Investigative Records. It is essential that any Postal Service records generated as a result of checking character references, former employers, and local police records be retained as personnel investigation records and maintained separately in locked file cabinets, as required by Postal Service privacy regulations. These records have a 2 year retention period.
See Exhibit 353.21, ASM, Privacy Act Records Systems 120.110.

.62 Military Records

Exhibit 311.62 shows the addresses from which information concerning an applicant's military service can be obtained. *Important:* If the individual has two or more periods of service within the same branch of service, send request to the office having the records for the latest period.

312 Specific Eligibility Factors

312.1 Age Limits

.11 Maximum. There is no maximum age limit for appointment to positions in the Postal Service; except for the position of Postal Inspector, all appointment determinations must be free from discrimination because of age.

.12 Minimum

.121 The general minimum age requirement for positions in the Postal Service is 18 at the time of appointment (except for Postal Inspectors which is 21). For high school graduates or for persons certified by local school authorities as having terminated formal education for adequate reasons, the minimum age is 16.

.122 Applicants who are less than 18 years of age, who are not high school graduates, and have not terminated formal education, may participate in the examination if they will reach age 18 within 2 years from the date of the exam. Register cards for such applicants are placed in the inactive register until the applicant either reaches age 18, or graduates from high school (or terminates formal education), at which time the register cards are placed in the active register.

.13 Prior Approval. The Regional Postmaster General has authority to reduce the general minimum age limit to 17 for non-high school graduates for such periods as may be necessary in localities where recruiting difficulties make employment of persons under 18 years necessary. Such employment must conform with the requirements of the Fair Labor Standards Act. During the Christmas rush period, casual employment of persons 16 years or older may be authorized, whether or not they are high school graduates, if there is no adequate supply of persons 18 years and above.

.14 Restrictions on Assignments. Persons under 18 years may not be assigned to any position which requires any of the following activities:

a. Operation of a motor vehicle.

b. Operation of power-driven woodworking machines.

c. Operation of power-driven hoisting apparatus.

d. Operation of power-driven metal forming, punching and shearing machines.

e. Operation of circular saws, bandsaws, or guillotine shears.

312.2 Citizenship Requirements

.21 Eligibility. Noncitizens of the United States who have been accorded (granted) permanent resident alien status in the United States are eligible for appointment to all Postal Service positions, levels EAS-19 and below, except positions designated by the Postal Service as *sensitive.* Natives of American Samoa and the Northern Mariana Islands are eligible for appointment to all Postal Service positions. Appointment of noncitizens to positions in levels EAS-20 and above or to positions designated as *sensitive* can only be made with the prior approval of the appropriate RPMG or appropriate APMG at Headquarters.

.22 Documentation. The appointing officer may make the determination as to whether the appointee is a citizen of the United States on the basis of the eligible's sworn or affirmed statement on Form 61, *Appointment Affidavit,* at the time of appointment. A noncitizen's permanent resident alien status is determined by reference to the appointee's Alien Registration Receipt Card (Form I-151 or I-551), which the Immigration and Naturalization Service furnishes to the permanent resident alien.

312.3 Restrictions on Employment of Relatives

.31 Policy

.311 5 USC 3110 is applicable to the Postal Service (39 USC 410 (B) (1)), and incorporates broad restrictions on the employment of relatives by agency officials. The following postal regulations are significantly more restrictive than those provided in the law.

.312 The attempt by any postal manager or nonbargaining employee to recommend, influence, or express interest which may be construed as influence in the appointment or promotion of a relative, is prohibited. It is important to protect public and employee confidence in the integrity of postal selection procedures. Appointing and approving authorities must consider whether the appointment or promotion of the relative is likely to create the appearance of impropriety in the eyes of the public and other postal employees (and therefore bring discredit to the Postal Service). If so, an alternate selection should be considered.

.313 These regulations are not intended to arbitrarily deny employment or promotion to otherwise eligible and qualified relatives of nonbargaining employees.

.32 Definitions

.321 Postal Manager. An employee with the vested or delegated authority to hire, employ, or promote individuals, or effectively to recommend individuals for such actions.

.322 Nonbargaining Employee. Any employee permanently or temporarily in the EAS salary schedule, or in the PCES. (*Note:* this includes all *postal managers* as defined in 312.321.)

.323 Relative. An individual who is related (by blood, marriage, or adoption) to the nonbargaining employee as father, mother, grandfather, grandmother, son, daughter, grandson, granddaughter, brother, sister, aunt, uncle, nephew, niece, first cousin, husband, wife, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepbrother, stepsister, stepson, stepdaughter, half brother or half sister. (*Note:* When applicable, a relationship is dissolved by death or divorce.)

.324 Next Higher Appointing or Approving Authority. The MSC Manager, District Manager, Regional Postmaster General, or SAPMG, E&LR, as appropriate. This refers to the next higher organizational level.

.33 Regulatory Provisions

.331 A nonbargaining employee may not:

a. Recommend the hiring, employment, or promotion of a relative, or

b. Interfere with the selection process in any manner that may benefit a relative, or

c. Show any expression of interest that may be construed as an impropriety.

.332 A postal manager may not hire, employ, or promote:

a. A relative; or

b. The relative of any nonbargaining employee, if the relative was improperly recommended to the manager in violation of these regulations. (If an improper recommendation is received, the postal manager must forward the file as in 312.334a, including disclosure of the improper recommendation.)

.333 Any nonbargaining employee who violates these regulations, or fails to make proper disclosure, unless excepted by 312.34, will be subject to disciplinary action including removal. Any personnel action effected in violation of these regulations is subject to cancellation, or other appropriate action.

.334 If a *postal manager's* relative is within reach for appointment or promotion consideration to a position in an installation in or over which that postal manager exercises any jurisdiction or control, the complete file (e.g., hiring worksheet, promotion file, all related documents, and a full description of the family relationship) must be forwarded to the next higher authority over the *postal manager* as follows:

a. If the appointment or promotion is prohibited by 312.332, the complete file is forwarded *without* recommendation. The next higher level authority must determine whether to make the appointment or promotion.

b. If the appointment or promotion is not prohibited by 312.332, and a relative of a postal manager is to be appointed or promoted, the complete file is forwarded with recommendation to the next higher level authority for review and approval. The appointing official must include in the file a statement that no improper influence in violation of 312.3 has been exerted. The action may not be effected until the recommendation has been approved in writing.

c. Functional directors (or their equivalent) at the MSC, district, or region are considered to exercise enough jurisdiction or control over their respective MSCs, districts, or regions, to be subject to these requirements. Persons reporting directly to functional directors who also meet the definition of *postal manager* are also included. Other *postal managers* may also be considered to exercise jurisdiction or control for purposes of this section. Consult the next higher level of management in any questionable case.

.335 Examples:

a. An associate office postmaster's son is within reach for appointment from the Clerk-Carrier register at the same associate office. Postmasters may not appoint their sons, so the file is forwarded without recommendation to the MSC Manager for decision, as required by 312.334a.

b. A district manager's daughter is within reach for appointment from the Clerk-Carrier register at a installation within the same district. (The installation head is not related to the district manager's daughter.) The installation head may tentatively select the district manager's daughter, pending approval of the region, as required by 312.334b.

c. An SC director's wife is within reach for appointment at an associate office within the same MSC. Since SC directors customarily have the delegated authority to hire, employ, and promote, or recommend such actions, they are considered *postal managers* as defined in 312.321. Therefore, the associate office postmaster (who is not related to the SC director's wife) may tentatively select the SC director's wife subject to prior review and written approval of the next higher level authority, the District Manager.

.34 Exceptions

.341 *Preference Eligibles.* The appointment of a preference eligible relative is permitted without higher level approval if:

a. The preference eligible is within reach (among the three highest rated) for selection from an appropriate register of eligibles, and

b. An alternate selection *cannot* be made from the register without passing over the preference eligible and selecting an individual who is not a preference eligible. This exception would apply only if the relative were the only preference eligible within reach for appointment. The selection must be reported to the next higher level of management.

.342 *Emergencies.* When necessary to meet urgent needs resulting from an emergency posing an immediate threat to life, mail security, postal property, or the mission of the Postal Service, an installation head may make appointments of relatives. Immediate notification to the next higher level of management is required. Appointments made under the emergency conditions will be noncareer and will not normally exceed one month in duration, but may be extended for a second month if the need still exists. Extensions beyond one month may be made only with the prior approval of the Regional Postmaster General.

.343 *CAG K&L Leave Replacements.* Prohibitions regarding employment of relatives do not apply to noncareer postmaster's relief/leave replacements in CAG K and L offices.

.344 *Senior Qualified.* The promotion of a relative to a bargaining unit position filled by the *senior qualified* bidder or applicant in accordance with the provisions of the appropriate collective bargaining agreement(s) need not be forwarded to the next higher approving authority.

.35 5 USC 3319. 5 USC 3319, which restricts the employment of more than two members of a family in the competitive service, does not apply to the Postal Service. There is no restriction on the number of persons in a family who may be employed by the Postal Service.

312.4 Residence Requirements

Applications will be accepted for positions in the Postal Service without regard to a residence requirement unless one is specified by an examination announcement or selection program.

313 Personal Suitability

313.1 Suitability Review Required

Any nonmedical suitability question disclosed as a result of reviewing the application of a person on a register of eligibles will be resolved by the postmaster or other appointing officer within the guidelines of 313.2 if possible. If review of an otherwise acceptable application raises a serious question about an eligible's fitness for appointment, and the matter is not specifically dealt with in these instructions, the question must be resolved prior to appointment. The question should be referred to the district director, E&LR, for consideration. An individual whose case is being considered is not deemed available for appointment until the suitability question is resolved in the eligible's favor.

313.2 Disqualification Reasons (Partial List)

In making selections for any type of accession, determination must be made whether an eligible or applicant might be disqualified for reasons such as the following:

a. Dismissal from prior employment for cause.

b. Criminal or other conduct of such nature which would undermine the efficiency of the Postal Service, if engaged in by a postal employee.

c. Intentionally false statements, deception, or fraud in application, examination, or information furnished incident to appointment by the Postal Service.

d. Refusal to furnish requested testimony or information to the Postal Service, or the appointing officer, which has been requested pursuant to applicable laws, rules and regulations.

e. Habitual use of intoxicating beverages to excess.

f. Abuse of narcotics or dangerous drugs.

g. Reasonable doubt as to the loyalty of the eligible to the Government of the United States.

h. Conviction for theft or embezzlement.

i. Conviction of crimes of violence, including assault with a deadly weapon.

j. Discharge for illegal strike activity. (For exceptions, see PMG Memoranda dated July 16, 1982.)

k. Any legal or other disqualification which makes the applicant unfit for the Postal Service.

313.3 Hiring Policy on Applicants With Criminal Records

.31 Applicability. This statement of policy is issued for the guidance of hiring authorities investigating, reviewing, and rating employment applications for postal positions from persons with histories of criminal arrest or conviction. These standards do not apply to those positions designated as *sensitive* by the Postal Service.

.32 Background and Purpose. The Postal Service recognizes that many persons with criminal records are capable of faithfully executing the duties associated with postal employment, and that they are entitled to compete for jobs on their individual merits. It is the obligation of hiring authorities to assess job applicants' criminal records fairly. The intent of this is to enable appointing officials to fulfill this obligation in a manner consistent with the Postal Service's primary duties to maintain the security of the mail and to assure public trust in the integrity and reliability of postal employees.

.33 Use of Arrest Records

.331 No inquiries may be made, either orally or in writing, of the applicant or of any other person, concerning arrest records, except where the arrest actually resulted in a criminal conviction, or where the charges are still pending. In addition, when inquiring as to the conviction record of any applicant for employment from any person or agency, including law enforcement agencies, postal officials must state orally, or in writing, that:

> It is not the policy of the U.S. Postal Service to inquire into the arrest records of applicants for employment, where the charges arising out of an arrest have been dismissed, there has been an acquittal, the proceedings have otherwise not resulted in a conviction, or where the record of such charges does not contain or reflect an actual criminal conviction of such charges. If possible, please exclude all such charges in the requested conviction record, except those still pending.

See Appendix D-3 for sample letter of conviction inquiry.

.332 Arrests for criminal charges must be given no consideration in evaluating an applicant for employment:

a. If the charges have been dismissed;

b. If there has been an acquittal;

c. If the proceedings have otherwise not resulted in a criminal conviction; or

d. Where the record of such charges does not contain or reflect an actual criminal conviction on such charges.

.333 Hiring authorities must also recognize that young persons arrested on criminal charges may be subject to adjudications in juvenile courts under juvenile offender statutes, and that in many jurisdictions these adjudications are not deemed to be criminal convictions. Such adjudications are not to be considered in evaluating an applicant for employment.

.334 Appointing officials are not prohibited from considering or inquiring into criminal charges pending against any applicant at the time the application is considered. If the appointing official receives any records or information where the disposition of a criminal charge is not adequately reflected, or where the charge is still pending, give the applicant an opportunity to explain the surrounding circumstances of the charges and whether the charges have been terminated in the applicant's favor. Pending criminal charges must not result in the automatic rejection of the applicant (see 313.36).

.34 Use of Conviction Records

.341 In evaluating an applicant's conviction record, appointing officials may consider only the nature of the offense(s) of which the applicant has actually been convicted, and not the nature of the offense(s) with which the applicant may have been charged prior to conviction.

.342 In those instances where an applicant's criminal conviction has been set aside, vacated, or annulled, expunged or sealed, pursuant to statute or court order, that conviction may not serve as a basis for the disqualification of the applicant for employment. No inquiry, either oral or written, may be made, either directly or indirectly, into any applicant's conviction where the conviction has been set aside, vacated, or annulled, expunged or sealed.

.343 It is USPS policy to evaluate the employability of each applicant with a criminal conviction record individually. The mere fact that an applicant has a criminal conviction record is not sufficient to disqualify that applicant from postal employment. Instead, an applicant should be rejected on the basis of a history of criminal conviction only after a specific finding that the history is directly related to the applicant's present capacity to perform as a Postal Service employee. To the extent available, such factors as the following must be considered during such an evaluation:

a. The applicant's age at the time of the offense(s).

b. The nature of the offense(s) and the underlying circumstances of the offense(s).

c. Length of time elapsed since the applicant's offense(s).

d. Evidence of efforts made by the applicant toward rehabilitation, including job training or educational programs the applicant may have participated in while incarcerated.

e. Information supplied by penal authorities, parole and probation officers, social service workers or social agencies regarding the applicant's progress toward rehabilitation or employability.

f. The applicant's prior employment record, including participation in a job training program.

g. Dispensations which may have been granted by state or federal authorities to evidence the applicant's rehabilitation or relieve the applicant of disabilities to which the applicant may have been subject upon conviction (e.g., certificates of relief from disabilities, certificates of good conduct, certificates restoring civil rights).

h. The nature and location of the Postal Service position that the applicant seeks.

.344 In those instances where an applicant has neither received a criminal conviction during the 10 years immediately preceding the date of the application, nor been incarcerated as a result of a criminal conviction during the 5 years immediately preceding the date of the application, the applicant's conviction record may not serve as the sole basis for disqualification from appointment.

.35 Applicants on Probation or Parole. Applicants subject to probation or parole supervision as a result of criminal conviction may not be rejected for employment solely as a result of such supervision. Such applicants are entitled to individual evaluation for positions under 313.343.

.36 Applicants with Pending Criminal Charges. An applicant subject to pending criminal charges is eligible for appointment to employment. However, if conviction on the charges would make the applicant unsuitable under 313.343,

a. No action may be taken on the application until the charges are resolved, and

b. The applicant's eligibility for appointment is extended for the life of the applicant's eligibility on the register.

.37 Verification of Accuracy of Criminal Record Information. In making determinations regarding applicants with criminal records, hiring authorities must take special care to ensure the accuracy of criminal record information they may receive from law enforcement authorities or other agencies. Where discrepancies exist between such information and that reported by the applicant (e.g., convictions not reported by the applicant) the applicant must be sent a letter of inquiry as provided in 315.1. The appropriate content of a statement to accompany a letter of inquiry regarding an applicant's criminal record is contained in Appendix D-2.

.38 Career Opportunities. Persons who have criminal records at the time of their appointment to Postal Service employment may not be discharged or denied transfer, assignment, or promotion to any postal positions except those designated *sensitive*, as a result of such records. This does not preclude the Postal Service from taking appropriate disciplinary action, including removal, against an employee for falsification of any employment application form.

313.4 Sample Suitability Considerations

The following three examples show the type of reasoning that should accompany suitability determinations. Supporting documentation must be retained in the *Hiring Worksheet* file.

Example A:

Applicant, while an adult, was convicted of armed robbery 11 years ago. The applicant served 4 years in prison, and was released 7 years ago. During the past 7 years, applicant had several different jobs, in different areas of the country. In checking with the applicant's previous employers, the appointing official has learned that the applicant was separated for cause from 2 jobs, and had attendance problems.

The conviction may be considered, but may not be used as the *sole* basis for disqualification (see 313.344). However, the conviction, coupled with the more recent adverse employment record, would support a determination of "unsuitable."

Example B:

Applicant, when 22 years old and in college, was convicted of malicious mischief as a result of breaking windows. Thereafter, he completed military service with an honorable discharge, following which applicant completed 4 years of college, earning a BA degree while working at night. Applicant is now 28 years old, and has no other convictions.

Applicant should be declared "suitable."

Example C:

Applicant was a 25 year old bank teller, and was arrested for embezzlement 3 years ago. The applicant agreed to make restitution, and resigned the position with the bank. Due to the bank's desire to avoid adverse publicity, the employee was never prosecuted, and the charges were dropped. Following this incident, the applicant developed an unstable work record.

The arrest may *not* be considered, but the adverse employment information obtained from the bank, unrefuted by the applicant, as well as the recent unstable employment, should be considered. Note the applicant's adulthood at the time of the incident, the recency of the incident, and the similarity between the type of offense and the opportunity for such a theft in Postal employment. The postal employee, like a bank teller, has a fiduciary responsibility for the property of others. These facts and considerations would support a determination that the candidate is "unsuitable."

313.5 Work History

.51 General. An eligible may be eliminated from consideration for employment because of previous unsatisfactory service. This may include postal, private sector, or other agency employment, including debarment by the Office of Personnel Management. The service must have been long enough to be considered a full and fair trial, and the character of the service must have been such that the eligible is unlikely to be able to perform satisfactorily in the new position. See Appendix D-1 for sample letter of inquiry.

.52 Examples

.521 Situations that may fall in this category include (but are not limited to):

a. Termination of appointment in the same or another post office for unsatisfactory service,

b. Repeated scheme failure, when ability to learn a scheme will be required, or

c. Misconduct on the job.

.522 Excessive tardiness or absence, or poor conduct in previous postal employment (even though no disciplinary action was taken at the time of resignation), could justify eliminating an eligible from consideration, if the service was recent and there is no indication that the individual has improved work habits.

.53 Policy. It is USPS policy to refuse employment to persons who were removed from the Postal Service or from other Federal employment for cause, or who resigned after being notified that charges proposing removal would be, or had been, issued. In exceptional cases where appointment of such an individual is contemplated, approval of the District Manager or the District Director, E&LR, must be obtained before employing any such former postal or Federal employee. *Exception:* District approval is not required if the former employee was separated for scheme or other qualification failure, and if the job for which considered does not require a similar ability. For example, a clerk separated solely for scheme failure could be considered for a carrier or mailhandler position without district approval.

313.6 Religion

.61 Eligibles whose religion prohibits working on a specific day of the week on which they may be scheduled, may not be omitted from consideration for such reason. The eligible should be advised that:

a. Reasonable efforts will be made to accommodate the religious beliefs;

b. If hired as a part-time flexible, reasonable efforts will be made not to schedule duty on the eligible's Sabbath, and

c. Once converted to full-time status, reasonable efforts to accommodate this religious conviction will be undertaken, although such efforts may require a transfer or result in some inconvenience.

.62 Although the Postal Service will attempt to avoid or minimize such inconvenience, eligibles cannot be assured that accommodations to their religious beliefs:

a. Will not result in substantial inconvenience to them because of the business requirements of the Postal Service, or

b. In some instances, result in their termination if a reasonable accommodation cannot be made.

313.7 Sexual Consideration

Sexual preference should not be a factor in an individual's employment unless there is evidence that the person's sexual tendencies could adversely affect work performance. If a connection can be shown between an applicant's sexual orientation and potentially adverse job performance, the applicant may be eliminated from the register. All cases where refusal of employment is contemplated based on sexual considerations will be referred to the Regional Director, E&LR for determination by Regional Counsel and the Regional Medical Officer.

313.8 Unsatisfactory Military Service

If the *Application for Employment* or the applicant's discharge or other military separation papers indicate convictions for military offenses, the appropriate military authority should be contacted to determine whether the conviction was for an offense which would make the applicant unsuitable for postal employment. If the applicant received a less than honorable (including clemency or general) discharge from military service, the reasons should be ascertained, and a determination made as to whether they would make the eligible unsuitable for postal employment.

313.9 Hiring Policy on Applicants Involved in Drug Abuse

.91 Purpose. This statement of policy is issued for the guidance of hiring authorities investigating, reviewing, and rating employment applications from persons with a history of illegal use of, dependence upon, or addiction to drugs. Its purpose is to establish standards for evaluating the overall suitability for postal employment of an applicant with a history of drug abuse, consistent with the Postal Service's primary obligations to maintain the security of the mail and to assure public trust and confidence in the reliability and integrity of its employees.

.92 Background. The Drug Abuse Office and Treatment Act of 1972 (Public Law 92-255) provides that:

> No person may be denied or deprived of Federal civilian employment or a Federal professional or other license or right solely on the ground of prior drug abuse.

Although this does not apply to the Postal Service, the Postal Service recognizes that many former drug abusers are fully employable and that it is difficult for them to continue rehabilitative efforts without adequate employment opportunities. These regulations are therefore in accordance with the spirit of the 1972 Drug Abuse Act.

.93 Policy

.931 Persons Currently Abusing Drugs. An applicant for any postal position who is abusing drugs on a current or habitual basis may not be considered for Postal Service employment.

.932 Persons Formerly Abusing Drugs

a. An applicant who has a history of habitually abusing drugs but who has not engaged in such use in the 12 months immediately prior to the date of the suitability determination, is considered suitable for postal employment, unless the Postal Service finds that:

(*1*) The applicant's employability is impaired by a lack of satisfactory rehabilitation, or

(*2*) the applicant is unsuitable for reasons other than past abuse of or dependence upon drugs.

b. An applicant is considered satisfactorily rehabilitated if an evaluation by the medical officer determines he has refrained from the abuse of drugs of any type or has satisfactorily participated in a federally approved methadone maintenance program for a period of 24 months immediately prior to the date of the suitability determination.

c. An applicant who has refrained from the abuse of drugs of any type or has satisfactorily participated in a federally approved methadone maintenance program, for at least 12 months immediately prior to the date of the suitability determination, is considered suitable for employment upon a favorable evaluation by the Medical Officer.

d. An applicant who has abused drugs within the 12 months immediately prior to the suitability determination may not be selected for employment. However, the local hiring authority is encouraged to recommended to the Regional Director, E&LR, that this 12-month limitation be waived where warranted in individual cases. The Regional Director, E&LR, is authorized to approve or disapprove such waivers, in consultation with the Regional Medical Director.

.94 Determination of Suitability for Employment. The local hiring authority determines those excluded from consideration under 313.931 or 313.932d. The medical officer determines, in conjunction with the physical examination, the suitability for employment of former drug abusers who do not meet the requirements of 313.932b and c. It is USPS policy to evaluate the employability of every such person individually and to consider information regarding prior drug abuse only if directly relevant to the applicant's present capacity to perform as a Postal Service employee. To the extent available, such factors as the following must be considered during the evaluation:

a. The applicant's age at the time of drug abuse.

b. The kind(s) of drug(s) used and the extent of the usage.

c. Length of time the applicant was a drug abuser.

d. The time elapsed since the applicant's last abuse of drugs.

e. Evidence of efforts made by the applicant indicating the level of motivation to retain employment and desire to be or remain rehabilitated, including continued residence in, or contact with, a treatment or counselling facility, or satisfactory participation in a federally approved methadone maintenance program.

f. Evaluation as to the applicant's employability from officials of treatment programs in which the applicant is participating or has participated.

g. Aspects of the applicant's drug treatment program relevant to rehabilitation, such as the availability and adequacy of counselling and other supportive services.

h. Opinions and recommendations of the postal medical officer regarding the applicant's employability based on medical findings or factors, other than the mere fact of a past history of drug abuse or present participation in a drug abuse treatment program.

i. The kind and location of the postal position involved.

j. Ability to accept and discharge social responsibility during the period of rehabilitation as shown, for example, by such matters as good or poor employment record, job promotions or forced resignations, or neglect or refusal to meet just financial obligations.

.95 Ascertaining Drug Abuse

.951 Application Form. Refer to the relevant questions on Form 2591, *Application for Postal Employment*.

.952 Obtaining Evaluations from Treatment Programs. Under Federal law, records dealing with the identity, diagnosis, prognosis, or treatment of any patient, which are maintained in connection with the performance of any drug abuse prevention function, generally may not be disclosed. Employers such as the Postal Service, which have demonstrated their willingness to employ former drug abusers, may, however, be furnished a treatment program's evaluation of an applicant's status or progress in the treatment program, with the applicant's written consent. The information which may be released by a drug abuse treatment program to the Postal Service is limited to such an evaluation, and may not include any other treatment program records. When such information is sought concerning an applicant, the following mandatory rules apply:

a. A release must be signed by the applicant which grants permission to the Postal Service to request such information.

b. A release in such cases may be requested only when its purpose is to obtain facts about whether the applicant has ceased to abuse drugs and whether there has been sufficient rehabilitation to perform the duties of the prospective position. The information requested must be used for the limited purpose of determining the applicant's suitability for postal employment.

c. All information furnished by the treatment programs must be treated as restricted information and may only be disclosed to the appointing officer, the postal medical officer, and any officer whose approval of the applicant's suitability is required. When requesting a medical suitability determination, forward all drug abuse information to the Medical Officer. All such information must be maintained by a medical officer. Upon notification from the Personnel Office of the new hires, the medical officer separates the records of the new hires from the nonselected applicants. The new hires' medical records are maintained in accordance with Privacy Act system 120.090. Nonselected applicants' medical records are to be maintained in the medical facility and destroyed in two years. Copies of the nonselected applicants' medical records are not to be made for any purpose.

d. It may be found to be a violation of Federal law to disclose or use such information in any other manner.

.953 Time Limitations on Inquiries. No inquiry either oral or written may be made concerning, nor any reliance be placed upon, information or records relating to an applicant's abuse of drugs or treatment for it, for any period more than 48 months prior to the date of application.

.96 Review of Determination of Unsuitability. Any applicant found unsuitable for employment because of current or prior drug abuse must be notified in writing of such finding and of the factors on which it was based. In the letter of suitability determination, the applicant must also be notified:

a. Of the right to review the regulations governing Postal Service employment of persons with drug abuse histories at any post office during business hours (Monday–Friday, 9–5),

b. Of the right to appeal the determination to the regional General Manager, Employee Relations,

c. That the appeal must be filed within 15 days from the date of receipt of the letter of determination,

d. That the letter of appeal must state the reasons for the appeal, and

e. That the applicant has an additional 15 days to submit further reasons and/or documentation to the regional director in support of the appeal.

.97 Career Opportunities for Rehabilitated Employees. Rehabilitated former drug abusers who are now, or in the future may be, postal employees will not be discharged, or denied transfer, assignment, or promotion to positions in the Postal Service solely on the basis of former drug abuse or on the basis of participation, past or present, in a Federally approved methadone maintenance or other drug abuse treatment program. However, they are expected to meet all established requirements for such new positions and to have demonstrated their rehabilitation through on-the-job performance in the Postal Service.

.98 Applicability. These instructions do not apply to positions which are designated as sensitive by the Postal Service. (See 316.1)

314 Action After Consideration of Suitability

314.1 Eligible Found Suitable

Record notations as follows:

a. Where no questions of suitability are involved, no special notation is made.

b. Where questions of suitability are involved, the front of applications and register cards are marked: *suitability.*

c. If eligibles previously had been contacted for further information, they are notified of favorable action. See Appendix D-4.

314.2 Eligible Found Not Suitable

See 315.

315 Determination of Suitability

315.1 Letter of Inquiry

.11 Before eligibles may be eliminated from a register on the basis of information other than that in the application, they must be given an opportunity to comment on the unfavorable information. This opportunity is provided by a letter of inquiry in which the facts are stated with enough specificity to enable the applicant to understand the details of the question concerning suitability. However, the letter must not reveal sources of information and it must be worded in such a way that the eligible will be unable to determine the identity of the source of information. Exception: Sources may be identified where (a) the information is a matter of public record (i.e., records of Federal, state, county, municipal and other public jurisdictions); (b) the information is from law enforcement records; or (c) the information is from Federal personnel records obtainable by the eligible. When information is from public records, the organization, not the person providing it, should be identified.

.12 The letter also should state that if there is no reply within 10 days, the eligible's name will be removed from the register for failure to reply to official correspondence. A sample letter and a sample statement to accompany a letter of inquiry are given in Appendix D-2. In all cases, the letter of inquiry, if used, should be forwarded as certified mail marked Deliver to Addressee Only.

.13 Alternatively, the eligible may be called for an interview to discuss the information.

315.2 Eligible Found Not Suitable

.21 Notification. Eligibles who are found not suitable, whether or not they have been sent a letter requesting further information, are always notified of disqualification by separate letter. See Appendix D-5 and 6.

.22 Content of Notification. Any notification of removal from a register on suitability grounds sent to the eligible must include specific identification of the derogatory information upon which the ineligibility is based (e.g., ineligible—discharge for cause from employment within one year; or ineligible—number and recency of convictions for drunkenness). If the derogatory information was previously furnished the eligible in a letter, this fact should be stated and the prior letter should be identified by date.

.23 Failure of Eligible to Reply. If there is no response from the eligible to a letter of inquiry or other official correspondence (which has not been returned as unclaimed), remove the eligible's name from the register for failure to reply to official correspondence. If the inquiry or other correspondence is returned unclaimed, the eligible is also removed from the register. Annotate the register card "FR" or "CRU" as appropriate. If inquiry is received from the eligible during the period of eligibility (see 252.9), the case is reopened and reconsidered.

315.3 Appeal of Suitability Determination (Nonmedical)

In the letter of determination of unsuitability, applicants must be notified that

a. They may appeal the determination to the regional General Manager, Employee Relations; and

b. Such appeal must be filed in writing, stating the reason(s) for the appeal, within 15 days from the date that the applicant receives the determination.

315.4 Appeal of Unsuitable Pre-employment Medical Determination

See 326.4.

315.5 Successful Appeal of Unsuitability Determination

If a determination of unsuitability (either medical or nonmedical) is reversed, the eligible's name is restored to the active register, according to score, and the eligibility is extended for the period of temporary unsuitability (see 252.92).

316 Security Investigation Procedures

316.1 Sensitive Positions

The criteria, requirements, and procedures for security and suitability investigations of applicants for sensitive positions are established by the Postal Inspection Service, to which all such cases must be referred. The procedures for initiating security clearance requests with the Inspection Service are found in the Administrative Support Manual (ASM), part 272, *Personnel Security Clearances.* Individuals required to have a Sensitive clearance may not be entered on duty, nor permitted to assume duties requiring sensitive clearance, until they have been granted either an interim or final clearance by the Postal Inspection Service.

316.2 Nonsensitive Positions

.21 All appointments to a nonsensitive position for a period of more than 90 days are made subject to security screening by the office of the Regional Chief Inspector.

.22 The appointing official completes PS Form 85 (pages 1 & 2) within 3 working days of appointment. Include the installation name and address in "Section A—Request." In item 1A, enter the full name of the appointee. Initials or nicknames are not acceptable. If the person has no middle name, show (NMN); if initials only, show (Initials Only). Send the Form 85 (both pages) directly to the Regional Chief Inspector's Office, Attention: ARCI—Security.

.23 After processing, ARCI endorses and sends page 2 to Regional Employee Relations Division, for return to the appointing official. The form is then filed permanently in the employee's Official Personnel Folder.

317 Questionable Suitability Cases

When it is necessary to delay a suitability determination pending investigative response(s), a vacancy must be reserved for the eligible under consideration. When the eligible's suitability is undeterminable because of pending criminal charges, the eligible is considered unavailable until the criminal action is resolved and another eligible is considered.

Branch of Service	Category of Military Personnel Records	Where to Write
Air Force	All reserve members not on extended active duty. All retired reservists in a non-pay status.	Air Reserve Personnel Center 3800 York St. Denver, CO 80205
	All active duty personnel. All personnel on the temporary disability retired list (TDRL). General Officer in a retired (pay) status.	USAF Military Personnel Center, Military Records Division Randolph AFB, TX 78148
Air National Guard	Current Officer members.	National Guard Bureau (AFPM) Washington, D.C. 20310
	Current airmen (enlisted) members.	The Adjutant General of the Appropriate State, District of Columbia, or Commonwealth of Puerto Rico
Army	Enlisted personnel separated before Nov. 1, 1912.	National Archives and Records Center National Archives Bldg. Washington, D.C. 20310
	All personnel separated January 1, 1962 thru June 30, 1968. All retired personnel (except general officers). All reserve members (includes retired reservist).	Commanding Officer U.S. Army Administration Center, TAC 9700 Page Blvd., St. Louis, MO 63132
	All officers on active duty and retired general officers.	The Adjutant General ATTN: AGPF Department of the Army Washington, D.C. 20310
	Enlisted personnel on active duty.	U.S. Army Personnel Services Support Center Fort Benjamin Harrison, IN 46249
Army National Guard	All members not on active duty in the U.S. Army. Personnel discharged from the National Guard (excludes records for periods of active duty and active duty for training in the U.S. Army).	The Adjutant General of the Appropriate State, District of Columbia, or Commonwealth of Puerto Rico
	Records for periods of active duty or active duty for training in the U.S. Army for periods ending after Dec. 31, 1969	Commanding Officer U.S. Army Administration Center, TAGO 9700 Page Blvd, St. Louis MO 63132

Exhibit 311.62 Sources of Military Records (p.1)

Branch of Service	Category of Military Personnel Records	Where to Write
Coast Guard	Enlisted personnel separated less than 6 months. Officer personnel separated less than 3 months. All active Coast Guard personnel and members of the reserve. Officer personnel completely separated before January 1, 1929.	Commandant U.S. Coast Guard Washington, D.C. 20226
Marine Corps	Officer personnel on active duty or in reserves. Enlisted personnel on active duty, or in organized active reserves. All personnel completely separated less than 4 months.	Commandant of the Marine Corps Headquarters US Marine Corps Washington, D.C. 20370
Navy	Officers on active duty and those separated less than 1 year. All officers with rank of admiral. Enlisted personnel on active duty and those separated less than 4 months. Active reservists and inactive reservists with 18 or more months remaining in 1st term of enlistment.	Chief of Naval Personnel Department of the Navy Washington, D.C. 20370
All Branches	If your request does not pertain to any of the categories listed above, address your inquiry to:	National Personnel Records Center (Military Personnel Records) 9700 Page Boulevard St. Louis, MO 63132 Telephone: 268-7141 Area Code: 314

Exhibit 311.62 Sources of Military Records (p.2)

320 Medical Suitability

321 General Information

321.1 Physical Qualifications

Physical qualifications are established for Postal Service entrance positions, and may be changed only by the Assistant Postmaster General, Employee Relations. However, they may be waived by the installation head in individual cases.

321.2 Definitions

.21 Postal

.211 Postal Medical Officer. A postal medical officer (referred to here as Medical Officer) is a duly licensed physician who is a postal employee attached to a postal installation with medical responsibilities in that postal installation and/or other post offices in the area.

.212 Medical Facility Nurse. A nurse who is a postal employee attached to a postal installation with medical responsibility in that installation which includes review of routine pre-employment Forms 2485, *Certificate of Medical Examination*.

.213 Contract Physician. A duly licensed physician or clinic under written agreement with the Postal Service to provide specific medical services in a geographical area not covered by a postal medical officer.

.214 Medical Facility. A Postal Service medical or health unit, or the office of a contract physician.

.215 Pre-employment Medical Examination. A medical examination conducted by a duly licensed physician for the purpose of providing management with information concerning the medical suitability of a selected eligible's ability to physically or mentally perform in a specific position. Form 2485 is used for this purpose.

.22 Non-Postal

.221 Federal Medical Officer. A duly licensed physician who is a government employee, civilian or military, paid on a salary basis, e.g., Veterans Administration physicians.

.222 Private Physician. A duly licensed physician who is not a postal medical officer, a contract physician, or a federal medical officer.

.223 Duly Licensed Physician. A doctor of medicine or osteopathy (referred to here as physician) currently licensed to practice in any state or territory of the United States.

.224 Office of Personnel Management—Medical Division. The authority for review of 30% or more disabled veterans medical files when office objects to hiring CPS veteran for medical reasons (*medical objection* is synonymous with disqualification for medical reasons).

.23 CPS, CP, CP* Veterans

.231 CPS means a CP veteran whose percentage of disability is 30% or more.

.232 CP means a veteran with a service-connected, compensable disability of less than 30%.

.233 CP* is a veteran with a service-connected compensable disability, but the percentage of disability is unknown.

.24 SF–62 Form used to reject a CPS veteran for medical reasons.

321.3 Use of Contract Physicians

Physicians (or clinics) with whom the USPS has a negotiated agreement to conduct pre-employment medical examinations (and possibly to provide other medical services) function as medical officers. For the purpose of this chapter, contract physicians may be considered as medical officers.

322 Pre-employment Medical Examination

322.1 When Required

.11 Purpose. The main purpose of the pre-employment medical examination program is to assure that selected eligibles (prospective appointees) are able to perform the duties of their prospective positions without hazard to themselves or others. Other purposes include reducing workers' injury and compensation liability, preserving USPS human resources, and reducing operating costs.

.12 Policy. A pre-employment medical examination and suitability determination is mandatory for all career, temporary, or casual appointments, and for all conversions to jobs having more demanding physical requirements than the employee's present one.

.13 Reinstatement

.131 If the prospective appointee has a break in service of more than one year, a new medical examination must be obtained, using Form 2485.

.132 If the break in service is less than one year, a new examination is required unless *all* of the following conditions are met:

a. A Form 2485 was obtained in connection with the individual's previous employment.

b. The duties of the position for which the individual is being considered do not require higher physical capacities than the position last held.

c. A review of the new application and other preliminary selection and appointment processes does not disclose any probable need for a new medical examination.

d. The previous Form 2485 with a notation as to review of present physical condition is in existence.

322.2 When Not Required

.21 Conversion. If a Form 2485 establishing that the employee meets the physical qualifications specified for the new position exists, and no probable need for a new physical examination is present, a new Form 2485 is not required.

.22 Return to USPS After Military Service. Form 2485 is not required (even if there is a break of service of more than one year) unless there is evidence indicating that the individual may be medically unable to perform the duties of the position without hazard to self or others.

322.3 Cost of Medical Examination

.31 Use of Medical Officers

The installation head should shift the bulk of pre-employment medical examinations from private physicians to medical officers, who more accurately may eliminate those not medically fit for a postal position. The use of Federal medical officers in preference to private physicians is encouraged.

.32 Responsibility for Cost

The cost of a pre-employment medical examination conducted by a private physician is borne by the prospective appointee. Examinations by medical officers or Federal medical officers are conducted at no expense to the individual.

322.4 When to Initiate

.41 Prior to Appointment. The appointing official will instruct the selected eligible to obtain a medical examination when the offer of appointment is made. The appointment should not be made until the statement of medical suitability (Part 1 of Form 2485) is received from the medical facility. It is essential that prospective appointees who are subsequently determined not to be medically fit for the position not be hired.

.42 Exception. At times, it may be necessary to employ a large number of employees on such short notice that the examination cannot be completed or reviewed by USPS medical personnel prior to the required hiring date. In such cases, the following rules apply:

a. Preparations for obtaining the medical examination must be followed (see 323.)

b. Form 50, *Notification of Personnel Action*, must be annotated under item 88, Remarks, as follows: *Continued employment subject to suitability determination by medical officer*. The Form 50 *must* be provided to the appointee as formal notification of the medical requirement.

c. Consideration should be given to arranging for the examinations under a special "one time" agreement with approved physicians. The Regional Medical Director will determine the professional qualifications of the contract physicians. (Any professional fees involved will be approved by the hiring authority.)

d. An SF-46, *U.S. Government Motor Vehicle Operator's Identification Card*, may never be issued without first obtaining the statement of medical suitability from USPS medical personnel.

323 Preparing for Medical Examination

323.1 Scheduling Examination

.11 With a Medical Officer. The appointing official:

a. Instructs the prospective appointee with regard to obtaining the medical examination,

b. Schedules the examination with a medical officer,

c. Arranges the schedule so that the prospective appointee is given reasonable notice (at least 24 hours) of the time and place, (this notice period may be waived if the individual and the medical officer agree); and

d. Secures any other available information (such as VA records) sufficiently in advance for the medical officer to review before the examination. (See 324.3)

.12 With a Federal Medical Officer. The appointing official advises the individual of the location of the nearest Federal medical officer with whom arrangements have been made. The individual personally schedules this appointment within a reasonable period, preferably within two working days. (*Note:* Medical records secured from other sources, such as the VA, are not released by the USPS to a Federal Medical Officer.)

.13 With a Private Physician. The individual selects the physician and makes all arrangements for the medical examination within a reasonable period (preferably 2 working days). (*Note:* Medical records secured from other sources, such as the VA, are not released by the USPS to a private physician.)

323.2 Preparing Form 2485

The appointing official must complete sections A and B of Form 2485 (except items 6 and 7 of section A). When a physician other than a medical officer is to perform the exam, . . . the appointing official should give two envelopes to the examinee to give to the examining physician—a franked outer envelope addressed to the Personnel Office of the hiring installation, and an inner envelope marked with the examinee's name and social security number and with the words: "Restricted—Medical." If the hiring installation has no personnel office, the franked envelope is addressed to the MSC, ATTN: by the hiring installation, the inner sealed envelope is to be forwarded unopened to the medical officer. (*Note:* This requirement also pertains to the return of other medical records.) To expedite the procedure, the examinee may be instructed to return the completed Form 2485 personally, sealed in the envelope provided.

323.3 Providing Instructions to Prospective Appointee

The prospective appointee must be instructed to:

a. Complete section E prior to appearing in the physician's office,

b. Bring the duties in item 3, section B, and the functional requirements and environmental factors circled in item 4, section B, of Form 2485, to the attention of the examining physician before the examination begins;

c. Sign section A in the presence of the physician for identification;

d. Request the examining physician to seal the completed Form 2485 in the inner envelope, place the inner envelope into the franked envelope and mail it as soon as possible.

324 Requesting Medical Suitability Determination

324.1 Responsibility

.11 USPS Medical Officers are responsible for making suitability determinations.

.12 OPM makes final medical determinations in cases of CPS veterans entitled to right to review process. (See 327.24.)

324.2 Documents Needed by Medical Facility

.21 Required Documents. An individual's medical fitness for employment is best determined when USPS medical personnel have full particulars concerning the individual and the duties of the specific position to be filled. Therefore, the following documents must be submitted to medical personnel with requests for medical determinations:

a. A copy of Form 2591, *Application for Employment.*

b. Form 2485, *Certificate of Medical Examination.*

c. Any statements submitted by the individuals or their private physicians concerning their health or physical or mental limitations. Individuals must be advised that such statements are submitted entirely at their option.

.22 Other Information. Medical personnel should also be provided with any other helpful information concerning either the duties of the position or the work environment. The medical information secured from other sources (e.g., the VA) should be submitted through the personnel office or MSC (see 323.2).

324.3 Obtaining Medical Records

.31 Sources of Information. There are several sources and methods to obtain further medical information which may aid materially in determining medical suitability. Care must be taken to preserve the confidentiality of medical records regardless of the source. Records received from these sources may not be copied and/or filed outside the medical facility. Submit all medical records through the personnel officer or MSC. (See 323.2) The general sources are as follows:

a. From the Prospective Appointee. Sometimes persons can be asked to submit further information at their option. They should be cautioned that any material submitted must be obtained without expense to the Postal Service. Persons retired on disability from the Armed Forces can often furnish copies of medical findings of survey boards without difficulty. These can be obtained by the veteran from the appropriate VA regional office.

b. From the Veterans Administration. When an application (or other documents) indicates that a person has a compensable disability recognized by the Veterans Administration, the appointing official will request a medical survey and disability rating from the VA. Use Forms 2488, *Authorization for Medical Report* and 5902, *Request for VA Medical Survey.*

c. From Other Sources. Medical information from other sources (e.g., private physicians or clinics) may also be of value. If the individual wishes the Postal Service to obtain this information, a completed Form 2488 must accompany any such request.

.32 Where to Send Requests

.321 Address requests for medical information from the VA to the Chief Medical Officer, Regional Office, Veterans Administration, nearest the veteran's home.

.322 Address requests for medical surveys of veterans continuously employed by VA for 90 days or longer to Chief Medical Officer, Veterans Benefits Office, 2033 M Street, N.W., Washington, DC 20036, Attention: Medical Information.

.323 The files of veterans residing outside the continental limits of the United States can be obtained from the Washington, DC office.

.33 Transmittal to Medical Facility. The personnel office (or MSC, if the installation with the vacancy has no personnel staff) assembles all documents (completed Form 2485, copy of Form 2591, VA medical records, and any other relevant material) and transmits them together to the medical officer or health unit nurse. The hiring official must notify the medical unit when an employee is being reassigned to another office so the medical unit can transfer the medical records to the new office.

.34 Disclosure of Medical Records. Medical records may be released only by medical personnel in accordance with the Privacy Act and applicable postal regulations (see ELM 313 and Handbook EL-806, *Health and Medical Service*).

325 Medical Facility Actions

325.1 General

Medical personnel will compare all available medical information with the actual requirements of the position to be filled.

325.2 Signatures

.21 Medical personnel make certain that Form 2485 contains the signature of the examining physician and return it for signature, if deficient.

.22 The individual's signatures on Forms 2485 and 2591 must be compared to make certain that the same person signed both documents. If there is serious doubt of the validity of a signature, Part 1 of Form 2485 is to be immediately forwarded to the installation head along with the Form 2591.

325.3 Health Unit Actions

Nurses will refer all cases to the appropriate medical officer for the medical suitability determination. (Exceptions may be authorized by the medical officer.)

325.4 Return of Medical Statement and Determination

The statement of medical suitability determination is returned to the appointing official on Part 1, Form 2485. When necessary, it will contain limited medical information in lay terms, and will discuss limitations on performance where applicable. (See 326.41.)

325.5 Retention of Medical Records

The medical facility will retain all medical records, regardless of source, used in determining medical suitability.

326 Selection Considerations

326.1 Determination of Eligibility

.11 Considerations. The appointing official considering the prospective appointee will:

a. Review and carefully consider the medical suitability determination, and

b. Make the appointment decision within the constraints of the medical findings.

.12 Adverse Decisions. If an adverse medical determination is rendered, the individual will be so informed in writing. (See 327.13 & 327.222)

.13 Disposition of Form 2485, Part 1. If the individual is appointed, this record must be filed on the right hand side of the employee's OPF. If the individual is not appointed, the form must be filed with the Form 2591 and destroyed after 2 years, as defined in item 6-8 of Exhibit 351.31, ASM.

326.2 Waiving Physical Requirements

.21 Appointing officials may waive the Postal Service physical requirements when making an appointment. This is a management decision, mindful of the opinion and determination of the medical officer as to whether the individual can perform the duties of the position efficiently and without hazard to self, fellow employees, and others. Such waivers will be documented by memo and filed on the right-hand side of the employee's OPF, and in the Medical Unit. The appropriate handicap code is recorded on the accession Form 50.

.22 For factors to consider in making waivers, see 334.2.

326.3 Employment Record

A person's past performance is one of the best indications of ability. Therefore, attention should be given to the employment record. Long periods of unemployment or frequent short periods of employment may call for further explanation or inquiry.

327 Medical Unsuitability

327.1 Nonveterans and Veterans with Less than 30% Disability

.11 Basis for Determination

.111 Any determination of medical unsuitability must be fully documented by the medical officer, and be based on objective clinical indications or laboratory results whenever possible. A determination of unsuitability will include a description of the applicant's physiological and/or psychological disability(ies) in lay terms, as they relate to the specific requirements or duties of the position which the applicant cannot perform.

.112 The medical officer's preliminary finding of limitations will also be considered by the appointing official in reviewing any possible reasonable accommodation of a handicap that may be contemplated.

.12 Appointment Decision. An appointing official's decision not to make an appointment because of medical reasons must be based on a determination of medical unsuitability by the examining or reviewing medical officer. If the appointing official wishes to take a course of action contrary to the determination of the examining or reviewing medical officer, and the matter cannot be resolved locally, the case may be sent through channels to the Regional General Manager, Employee Relations Division, for further medical review by the Regional Medical Director. Copies of all medical records involved must be sent directly from the medical officer to the Regional Medical Director.

.13 Notification. When a medical officer determines that an individual is medically unsuitable, and the appointing official decides against appointment, advise the individual in writing of the specific reasons. Also provide an explanation of the right to appeal within 15 days to the Regional General Manager, Employee Relations Division and supply address to which an appeal may be sent. Advise the individual that the appeal must be in writing, and may include additional medical or other relevant information in support of the appeal. Appeal rights are extended to all persons found medically unsuitable, including eligibles on entrance registers, persons requesting transfer or reinstatement, etc. See Appendix D–7.

.14 Final Decision. The Regional General Manager, Employee Relations renders a decision on any such appeal, after reviewing the recommendation of the Regional Medical Director. There is no further right to appeal. The written appellate decision will be sent to the individual by the Region, with a copy to the installation.

327.2 Disabled Veterans with 30% or More Disability (CPS)

.21 Basis for Determination

.211 When it is proposed to remove from appointment consideration a CPS veteran whose physical or mental capabilities are insufficient for him to perform the duties of the specific position, the tentative determination is made by the USPS medical officer. This determination must be fully documented and based on clinical findings from physical examination results, laboratory data, VA files, assessment of present status of specific medical condition, and risk-related factors where applicable.

.212 The medical officer's preliminary finding of limitations will also be considered by the appointing official in reviewing any possible reasonable accommodation of a handicap that may be contemplated.

.22 Right to Review

.221 When a tentative determination is made that a CPS veteran is not medically suitable he is afforded the right to an OPM review as described below. The appointing official must hold a position open until a final decision is furnished by OPM.

.222 Action by Installation. As soon as possible after the adverse medical suitability determination is made, the appointing official must forward to the Regional General Manager, Employee Relations Division, a file containing:

a. A completed side B of SF–62 in triplicate.

b. A copy of the eligible's Form 2591, *Application for Employment*.

c. A copy of all information relied upon to support the adverse medical suitability determination. *NOTE:* Detailed medical information, if present, will be submitted to the Regional General Manager, Employee Relation Division, in a sealed envelope marked "Restricted-Medical" with the other required documents. This envelope will be forwarded unopened to the medical officer.

d. A signed, undated written notice to the eligible; this notice must:

(*1*) Advise the eligible that he does not possess the necessary medical qualifications for the position by identifying the eligible's critical medical inadequacies in relationship to work environment or physical demand factors such as those identified on Form 2485.

(*2*) Include a copy of position description.

(*3*) Advise the eligible of the right to respond in writing within 15 days of the date of the notification to: Office of Personnel Management Staffing Group, Pre-Employment Determinations, Room 6552, 1900 E Street, N.W., Washington, DC 20415.

(*4*) State that OPM will notify the eligible directly of its decision.

.23 Regional Action

.231 Upon receipt of the file from the appointing official, the Regional General Manager, Employee Relations Division will review the file for completeness and adequacy of supporting documentation.

.232 If the Region finds that the file *does not* adequately support the tentative rejection, it will advise the appointing official to appoint the eligible, or furnish additional relevant and material information.

.233 If the Region finds the file *does* adequately support the tentative rejection, it will:

a. Date the notice to the veteran (which was previously prepared and signed by the appointing official) and send it to the veteran by certified mail, return receipt requested.

b. Send the SF–62, a copy of the written notice to the veteran, Form 2591, and all supporting documentation upon which the disqualification was based to OPM. Materials must be sent in a double envelope, with the inside envelope marked *Restricted—Medical*. Send via certified mail, return receipt requested, to the Office of Personnel Management Staffing Group, Pre-Employment Determinations, Room 6552, 1900 E Street, N.W., Washington, DC 20415.

Note: Steps *a* and *b* must be completed within 10 calendar days of receipt of the file by the Region.

.24 OPM Decision

.241 If the OPM's medical officer sustains the reasons for the tentative rejection, the application and one copy of the SF–62 are immediately returned to the Postal Service (Regional General Manager, Employee Relations Division) and another copy of the SF–62 is concurrently forwarded to the appropriate postal installation. The appointing official may then remove the eligible from the hiring worksheet, and appoint another eligible. The CPS veteran is likewise sent a notification by the OPM of the final determination. This notification will also inform the eligible of his right to request further review of the OPM's determination of eligibility for future hiring worksheets, if he has additional medical evidence to support the request.

.242 If the OPM's medical officer does not sustain the reasons for the tentative rejection, the appropriate notations are made on the SF–62 and a copy of that form, with all attachments, is returned to the Regional Office, and another copy of the SF–62 is concurrently forwarded to the appropriate postal installation. The OPM will also notify the CPS eligible of its determination.

.25 Final Action. Upon receipt of OPM's decision not to sustain the medical rejection, the appointing official may submit more detailed, or additional evidence to the regional office in further support of the disqualification. If the region determines that the circumstances warrant reconsideration by OPM, the same submission procedures will be followed, again giving the CPS eligible 15 days to respond to the more detailed information. However, until a final OPM determination has been received, the installation must hold a position for the eligible. If OPM does not sustain the appointing official's determination the eligible must be processed for appointment.

330 Physical Standards and Procedures

331 Position Requirements

Physical standards are published in the physical requirements paragraph of the examination announcement. Only the minimum physical standards for vision, hearing and orthopedic conditions are covered.

332 Vision

332.1 Policy

Defective vision in itself should not be the reason for disqualification of a person for many of the positions in the Postal Service. A person skilled in a given work, with seriously defective vision, may be better qualified for the job than a new employee with perfect vision.

332.2 Nondriving Positions

Persons who are blind in one eye and have good vision in the other represent a very important group with placement potentialities. Most nondriving positions in the Postal Service require at least 20/40 as corrected in one eye. Since the ability to judge distance after the loss of an eye, in certain instances, may to some extent be reacquired, most applicants may even be placed in work assignments involving climbing, use of high ladders, and working at high elevations.

332.3 Driving Positions

.31 Applicants who will be required to drive vehicles of less than 10,000 pounds, GVW, must be able to read without strain printed material the size of typewritten characters, glasses permitted. Applicants will have vision of at least 24/40 (Snellen) in one eye. They may be blind in or missing one eye, but there must be at least vision of 20/40 (Snellen), with or without glasses, in the remaining eye.

.32 Applicants who will be required to drive vehicles of 10,000 pounds, GVW or more, must maintain vision which tests at least 20/30 (Snellen) in one eye and 20/50 (Snellen) in the other eye, with or without glasses, and must be able to read without strain printed material the size of typewritten characters, glasses permitted.

.33 If the vision screening indicates the applicant does not meet the minimum requirements, the applicant may submit medical evidence to the contrary, at personal expense, before a final decision is made. Do not issue SF–46, *U.S. Government Motor Vehicle Operator's Identification Card*, until part I of Form 2485 is furnished by the applicant and reviewed for verification of physical fitness.

332.4 Color Perception

The ability to distinguish colors, either basic or shades, is required for the majority of positions in the Postal Service. However, an eligible should not be disqualified for appointment solely because of defective color vision. Most applicants with deficiencies in color perception are deficient in the recognition of red-green and have no impairment in distinguishing blue-yellow. (For this reason most traffic signals now have a strong blue component in the green light.) For positions requiring vision for basic colors only, persons may be accepted who successfully pass the Ishihara Pseudo-Isochromatic plates, Holmgren Yarn, or the Williams Lantern Tests.

332.5 Near Perception

Ability to read Jaeger No. 2 with or without glasses, one or both eyes, is acceptable for the majority of positions.

333 Hearing

333.1 Policy

The hard of hearing and the deaf must be considered important segments of the labor market and should be considered for employment. In productivity (both quality and quantity), they compare favorably with employees who have normal hearing.

333.2 Published Standards

For the majority of positions in the Postal Service, the physical requirements paragraph contains the following general hearing standards: ability to hear the conversational voice, with or without a hearing aid, required for most positions; however, some positions may be suitable for the deaf.

333.3 Suitable Positions

Hard of hearing defects may range from slight impairment of hearing to complete deafness, and there is corresponding variation in the occupational adjustment of persons so afflicted. In the placement of the deaf and the hard of hearing, environmental hazards must be given consideration.

333.4 Adjustment

Many circumstances affect the capacities of the deaf and the hard of hearing for employment. For most of these it is the individual's adjustment to the defect. Past employment history is one of the most important items to consider in the determination of fitness for continued or new employment.

333.5 Driving Positions

.51 Less than 5 ton. There are no specific hearing requirements in order to qualify for the SF-46 for applicants who will drive vehicles less than 10,000 pounds GVW.

.52 5 ton and Larger. The hearing requirements set forth in Qualification Standard 5700 (MVO/TTO) pertain to applicants for positions requiring the driving of vehicles of 10,000 pounds GVW or more.

334 Orthopedic Disabilities or Amputations

334.1 Policy

Studies have shown that the efficiency and productivity of employees who have deformities, atrophies, and amputations are good if they are given proper jobs. The quality and quantity of their work have been equal to that of ablebodied employees. Those persons whose deformities occur at a younger age usually adapt to their condition better than persons whose deformities occur at an older age.

334.2 Factors to Consider

In determining medical fitness of persons with amputations, deformities, or disabilities, the following general factors must be considered:

a. Past employment record.

b. Muscular residual power, especially the muscles actuating the shoulder and hipjoints.

c. Coordination of movements, body equilibrium and the sense of security of the individual.

d. Endurance or will power of the person.

e. Effectiveness of artificial aids if these are used.

f. Working environment of the position under consideration.

g. Whether the duties of the position would be hazardous to the individual or would endanger the safety of others

334.3 Amputations

The site of the amputation, the severity of the mutilation, and the effect of prosthesis, must be considered in upper extremity amputations. The effective use of a prosthesis for an upper limb is much more difficult than that of a lower limb. Determination of the person plays the most important role in making the appliance work. In general, persons with a leg amputation below the knee who have a proper prosthesis are the least disabled of all the impaired. They are, however, limited in prolonged standing, climbing, crawling, and running.

334.4 Driving Requirements

In most instances, an amputation of leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of suitable prosthesis. Body extremities must be sufficiently functional to permit safe driving.

334.5 Deformities

In considering deformities of the upper extremities, the existence of disabilities of the articulations of shoulder, elbow, or wrist must be given consideration since each bears an interrelationship with the function of connected parts; also, loss of muscle power due to atrophy affects motion and coordination. Efficient service of fingers and hand may be entirely lost due to ankylosis of the wrist; deformity of the fingers may cause loss of dexterity and become a safety risk. Severe ankylosis of the hip may be a complete obstacle to walking, balancing, lifting, twisting, turning and kneeling, and because the hip affected is unable to act in coordination with the arms, a resulting impairment in throwing, pushing, pulling, and reaching may exist. The factor of fatigue is high in persons with this disability. Poor positions of either hip or knee are serious disabilities. In general, the placement of persons with deformities of extremities proves less satisfactory than that of persons with amputations.

334.6 Flat Feet

Individuals who have flat feet without impairment of function are acceptable for any type of work. Slight impairment of function is acceptable for positions involving ordinary duties. Moderate impairment of function will preclude appointment to positions involving prolonged standing and walking. Where there is severe impairment of function, individuals are not acceptable in the Postal Service for many positions.

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340 Physical Fitness After Appointment

341 Limited Duty

341.1 Temporary Assignments

The postal installation head may temporarily assign an employee to limited or light duties when the employee is unable to perform the full duties because of medical reasons. If such assignments are made, they must be in accordance with any applicable collective bargaining agreement.

341.2 Initiating Fitness for Duty Examinations

If, after a reasonable period of limited duty, the employee is unable to perform the full duties of the craft and continues to bring medical substantiation of inability to perform the regularly assigned duties, a request by the personnel officer, upon recommendation of the supervisor, should be made for a fitness for duty examination. In occupational injury or illness, the Injury Compensation Specialist may also request the examination, when the disability, partial or total, continues.

342 Return to Duty After Extended Illness or Injury

342.1 Certification After 30 Days

Employees returning to duty after 30 days of absence due to illness or serious injury must submit evidence of their being able to perform their duties. This must be approved by the postal medical officer in each case, where there is one available, or by the medical officer designated by the region.

342.2 Other Required Certification

Employees returning to duty after absence for communicable or contagious diseases, as well as mental and nervous conditions, diabetes, cardiovascular diseases, epilepsy, or following hospitalization, must submit a physician's statement stating unequivocally that they are fit for full duties without hazard to themselves or others, or indicating the duties which they are capable of performing. These also must be approved by the postal medical officer where available. In facilities where there is no medical officer, the opinion of a postal medical officer designated by the Region should be requested in questionable cases.

342.3 Contents of Certification

All medical certifications must be detailed medical reports and not simply a statement of ability to return to work. There must be sufficient data to make a determination that the employee can return to work without hazard to self or others. In instances of hospitalization for mental or nervous conditions, the attending physician's certificate should also state that the employee has been officially discharged from the hospital. In diabetes and epilepsy cases, the certificate should state that the condition is under adequate control. The medical officer (at installations with one) makes the final medical determination of suitability for return to duty and/or the need for limited duty assignment. Other offices should refer the case to the medical officer designated by the Region.

342.4 Assignments

Installation heads have the authority to assign any employee returning to duty to an environment away from situations that may have a direct bearing on the conditions which caused the inability to work. They also have the authority to provide useful work for the returning employee during a rehabilitation period, but must be guided by the terms of any applicable collective bargaining agreement.

342.5 Questionable Conditions

.51 Inability to Perform Duties. Employees who are unable to perform their duties because of disability, occupational injury, nonoccupational injury, or illness, and who have less than the five years service requirement for disability retirement, should have a fitness-for-duty examination by a postal medical officer or other authority (see 343). If the fitness-for-duty examination corroborates that the person is unable to perform the duties of the position, he should be separated.

.52 Employee Claim of Inability to Perform Duties. If the employee claims inability to perform the full duties of the position, the postal installation head should not insist the employee has to perform such duties without corroborative medical evidence. The installation head should refer the employee for a fitness-for-duty examination.

343 Fitness for Duty Medical Exam

343.1 Authority to Administer

Fitness for duty examinations are always performed by a USPS medical officer or contract physician. If necessary, the medical officer or physician may obtain a consultative specialist opinion from a local source. The region must be requested to designate a medical officer or contract physician for this purpose if one is not available.

343.2 Cost

Fitness for duty examinations are taken at the direction of the Postal Service at no cost to the employee. This includes any travel expenses incurred.

343.3 Obtaining Fitness for Duty Examination Appointments

.31 Form 2485. The appointing officer completes Form 2485, *Certificate of Medical Examination,* Section B only and the installation head signs it. Form 2485 is sent to the examining physician.

.32 Other Information

.321 The supervisor should attach enough information concerning the employee's duties and working environment to enable the medical officer to make a well informed decision. This information must include physicial requirements of the job.

.322 Any statements made by employees concerning their condition should be attached.

.33 Notification

The medical officer will advise the installation head as to the date and time of examination. This information is provided to the employee.

.34 Failure to Report. Failure to report for a fitness for duty examination without acceptable reasons is just cause for disciplinary action. Repeated refusal is grounds for separation.

343.4 Medical Officer's Statement

.41 Upon examination, the medical officer completes Form 2485 and returns Part 1 to the installation head. Any comments on the form will not contain detailed medical information, but rather will discuss limitations on performance.

.42 In highly unusual cases, as deemed necessary by the medical officer, limited medical information may be provided in the form of a note or memorandum (in addition to Part 1 of Form 2485).

343.5 Management Decision

.51 Temporary Action. The installation head establishes work return dates and job assignments based upon the medical statement. Determinations are not limited to the employee's regular duties, but must be based on whether the employing installation has any temporary alternative work available which is not medically contraindicated.

.52 Permanent Action. If the fitness-for-duty examination corroborates that an employee who has less than the 5 years service requirement for disability retirement is unable to perform the duties of the positions, the employee may be separated, consistent with procedures contained in collective bargaining agreements, OWCP and EEO regulations.

.53 OWCP Case. If a claim has been filed with the Office of Worker's Compensation Program (OWCP), refer to the Injury Compensation Instructions in ELM 540.

344 Disability Retirement

In installations where there is a postal medical officer or contract physician, that person should be consulted on all requests for disability retirement to determine if there is a position in the local facility in which the employee can be placed, based on the duties the employee is currently capable of performing. If no such placement occurs, apropriate records are forwarded through usual channels to the area or regional Office of Personnel Management medical officer for adjudication.

Chapter 4
Examination Procedures

410 Definitions

411 Entrance Examinations

411.1 General Definition

.11 Entrance employment examinations are those from which citizens, and noncitizens who have permanent resident alien status, may enter on duty in the Postal Service.

.12 Entrance examinations are competitive exams. Registers of eligibles are established in descending order of scores attained by the competitors, with modification for veteran preference. Such exams may be written or rated application examinations or a combination of both types. They may also require an associated performance test.

.13 Career postal employees may compete in these exams for any installation in the Postal Service where there is an open entrance examination. Applicants take entrance exams at the examination center or annex which is designated by the installation opening the examination.

411.2 Types of Entrance Examinations

.21 Written (Assembled). Written examinations are those in which people wishing to compete are required to appear at some location to take the examination.

.22 Rated Applications (Unassembled). Rated application examinations are those in which the competitors are not required to appear and take any portion of the exam in the presence of an examiner. The individual is given an examination rating on the basis of training, experience, and education as reflected in the written application.

.23 Performance Tests. A performance test is a test in which the applicant is directed to carry out some activity. The applicant's behavior while performing the activity, and the work produced, are observed and evaluated according to predetermined standards.

412 Inservice Examinations

412.1 General Definition

Inservice examinations may be given to career postal employees and substitute rural carriers as a means for determining and recognizing qualifications for advancement, reassignment, or for enrolling in certain postal training courses.

412.2 Types of Inservice Examinations

.21 Qualifying. A qualifying examination is administered to all employees who apply and meet the requirements to take it. Although the employee is required to take the exam, the order of selection is not determined by the order of the scores. A list is established and maintained for each qualifying exam held.

.22 Competitive. A competitive examination is administered to all employees who apply and meet the requirements to take it. Eligible registers resulting from such exams are established in descending order of scores attained by the competitors. Position on the register becomes part of the selection requirement for the position concerned. Registers are established and maintained for all competitive exams.

.23 Noncompetitive

.231 A noncompetitive examination is used to determine whether an employee who is being considered for a noncompetitive action meets the test requirements for the position.

.232 The installation head may request the administration of a noncompetitive examination for other career federal employees in order to establish eligibility for transfer or reinstatement. The examinee must also meet all other requirements for the position. The results of the examination are rated either *eligible* or *ineligible;* no numerical score is assigned.

412.3 Duration of Results

Written and rated application inservice examination results are valid indefinitely, unless the exam specification is changed. Inservice performance test results are valid for 2 years, unless

a. The exam specification is changed, or

b. The employee holds a position requiring regular use of the skill or ability tested (e.g., typing) in which case the results are valid indefinitely.

420 Entrance Examination Procedures

421 General Requirements

421.1 Examination Points

.11 Maintaining Service. Installation heads where examination points are located are responsible for providing the necessary personnel and facilities to administer the exams.

.12 Examination Center or Annex

.121 Postal Examination Center. A location at which a resident examinations specialist is assigned. This specialist may provide service for only the designated center or may, in addition, provide service for one or more postal examination annexes.

.122 Postal Examination Annex. A location at which no resident examinations specialist is assigned and test materials are not stocked. The annex usually provides local facilities only. Personnel from the annex are not used to assist the examinations specialist unless they have been properly trained; certification by NTAC is also required.

421.2 Examiners

.21 Examinations Specialist. At each examination point, the examinations specialist is responsible for the administration of written exams.

.22 Personnel Required to Administer Exams. At each examination center, in addition to the resident examinations specialist, a number of employees are designated to assist the specialist in the administration of exams. These employees must be properly trained and then certified by NTAC. Work load determines the number assigned. Such employees may act as the examinations specialist in the absence of the specialist. Such employees and examinations specialists may assist each other in the administration of a particular examination, and are collectively referred to in these instructions as *examiners.*

.23 To Whom Responsible

.231 Examiners report functionally to NTAC, from which they receive technical directions and guidance for Postal Service examining functions.

.232 Examiners are administratively responsible to their respective installation head or designee. This includes proper execution of directives received from NTAC.

.24 Selection and Certification. Examinations specialists are selected on the basis of senior qualified as specified in the National Agreement. Supervisor examinations specialists are selected in accordance with 530. Installation heads nominate successful applicants to the region for certification. Nominations are accompanied by the nominee's Form 2591. No one may be used to administer or to assist in the administration of any examination unless certified by NTAC.

.25 Disqualification of Examiners. No examiner may take part in conducting an examination in which the examiner or a relative is a competitor. To avoid any criticism, the examinations specialist should carefully check the other examiners assigned to administer or assist any exam to see that this rule is observed.

.26 Number of Examiners. At least one examiner must be present in the room throughout all examinations. It is advisable to have another examiner readily available and on call for any emergency that may arise. When there are more than 30 competitors in one examination room, the examiner should, if possible, have at least one other examiner present for approximately each 30 competitors during the entire time. In any event, there must be enough examiners to observe all competitors constantly.

.27 Training of Examiners

.271 The examinations specialist and other examiners are required to be thoroughly familiar with the instructions in this chapter. The specialist is responsible for seeing that any examiner placed in charge of an exam understands these instructions and is qualified to administer an exam.

.272 Inexperienced examiners should serve as assistants until the specialist is satisfied that they are qualified. Examiners should alternate in conducting exams so that all will be fully experienced.

.273 Instructional packets will be provided by NTAC to all newly designated examinations specialists.

.28 Availability of Examiners. It is the responsibility of the examinations specialist's installation head to make whatever arrangements are necessary to assure that examiners are available. Examinations specialists should consult with the installation head before an exam is scheduled so that they will have ample time to plan and take appropriate action (e.g., arrange for a replacement to perform the regular duties of an examiner, authorize overtime, or rearrange work assignments).

421.3 Authorization to Administer

Entrance exams are governed by the Postal Service examination specifications. Heads of postal installations are responsible for announcing or reopening examinations in time to permit establishment or replenishment of registers to meet their needs. As a general rule, allow 6 weeks.

421.4 Procedure for Opening Examination

Upon approval to open or reopen an examination (see 271.1), the installation notifies NTAC that the examination is to be announced. NTAC sends the necessary examination material and instructions to the postal installation for announcing the exam; and by copy of the transmittal, notifies the specialist to accept applications and coordinate the scheduling. The head of the postal installation posts announcements and secures additional publicity. The announcement must be open for at least 5 working days.

421.5 Supply of Examination Material

.51 Source of Supply. The main supply of examination material is stocked at NTAC, which supplies the materials necessary to conduct Postal Service examinations, both entrance and inservice.

.52 Special Directions. NTAC distributes special instructions related to the examining function to examining points. It corresponds with examining points and installation heads on matters concerned with the administration of exams and the processing of registers, hiring worksheets, candidate list, and other lists related to examinations.

.53 Responsibility for Supplies. Examinations specialists are responsible for the maintenance of adequate supplies of examination materials at their locations. To replenish supplies, submit Form 2487, Requisition for Test Materials, to NTAC. Requisitions to replenish supplies must be mailed in a separate envelope. Do not include a requisition to replenish supplies with other material (e.g. return of used tests booklets or answer sheets, etc.)

421.6 Security of Examination Material

All test material is confidential and must be safeguarded accordingly. Test material should be handled with utmost care at all times to make sure that it is seen only by authorized persons. It is the responsibility of all examiners having access to any test material to:

a. Treat in confidence any information available about the content of examination material.

b. Secure proper storage equipment and enforce such security measures as are necessary to assure that examination material is properly handled, processed, accounted for at all times, and used only for the purpose for which it is intended.

c. Insure that different series of tests are rotated if different series are available.

d. Maintain such controls as will enable them to ascertain readily at any time, without a physical inventory, the tests they have on hand, and the quantity of used and unused test material.

e. When test material is received, verify the quantity within one working day with the figure on the invoice and report any discrepancy to NTAC.

421.7 Scheduling Examinations

Examinations specialists are responsible for scheduling applicants for written tests given in their own area and not for any other area.

421.8 Procedure for Scheduling Examination

.81 Scheduling. An applicant must be scheduled to compete in any post office entrance examination at the center administering the exam within 30 days after receipt of the application. The installation head will date stamp and forward the completed Form 2479 AB/s, *Application/Admission Cards,* to the designated examinations specialist daily or weekly as received. Applications which are postmarked no later than the closing date must be accepted. The examinations specialist schedules the written test and may schedule and give examinations for more than one installation at a time.

.82 Notifying Applicants

.821 The examinations specialist sends each applicant an admission card that indicates when and where the examination will be held. A copy of the following should be sent to each applicant with the admission card:

a. Sample questions (when available).

b. Form 2591, for all positions. (See 422.6.)

c. Instruction sheet notices.

d. For applicants claiming 10-point veteran preference only, SF 15, *Claim for 10-Point Veteran Preference.*

e. Notice that positive identification will be required (see 422.5c), or that the competitors may be fingerprinted.

.822 Applicants are instructed to bring the admission card, completed Form 2479B, Form 2591, and SF 15 properly completed to the examination room with them. The examinations specialist files Form 2479A. These cards may be destroyed 90 days after the examination is given.

.83 Special Examinations

.831 Arrangements. Special examinations may be arranged for applicants who are unable to report on the date set for the examination; but establishment of the register is not delayed. However, if the inability to report is caused by a *fault of the Postal Service,* every effort should be made to examine the applicant and rate the papers by the date of establishment of the register. In other cases, the examination is scheduled within 30 days of the original scheduled date. Veterans entitled to reopen an examination should be examined as the needs of the Postal Service require, but not later than the end of the quarterly period succeeding that in which the application was filed.

.832 Acceptable Reasons. Examinations specialists will accept the following reasons as justifying special examinations if adequately supported by evidence:

a. "Acts of God."

b. Quarantine.

c. Epidemic.

d. Jury duty or serving as witness.

e. Fault of the Postal Service either admitted or under circumstances where substantiate the applicant's claim.

f. Fault of the examiners.

g. Federal and postal employees unable to attend because of official business.

h. Illness or injury.

i. Members of religious denominations which observe the sabbath or a religious holiday on a day on which the examination is scheduled. (Examiners should obtain written statement from the applicant and make it a part of the Form 2591.)

j. Active duty with a reserve unit of the Armed Forces or National Guard.

.833 Unacceptable Reasons. Requests for special examinations based on reasons other than those listed are rejected, except when rejection would result in a manifest injustice. This authority includes cases where applicants reported and attempted the examination, but were forced to abandon it because of conditions beyond their control. Special examinations may not be granted to persons who are unable to attend because of inability to secure leave from private employment, service at sea in the merchant marine, or other fully justified reasons.

.834 Time Limit. Requests for special examinations must be received within 30 days of the end of the condition which prevented attendance on the designated date, and within 90 days of the date the applicant was scheduled for the exam.

.84 Applicants with Handicaps. Some applicants who have handicaps which prevent their competing in regular examinations may be capable of performing the duties of the job for which they are applying. Their applications should be accepted and appropriate advance arrangements made for the examination through NTAC.

421.9 Preliminary Arrangement for Test

.91 Materials. Examinations specialists must make certain that the proper examination material has been secured and that appropriate space for administering the examination will be available before scheduling the examination.

.92 Series. Examinations specialists should determine which series of a test is to be used and must rotate different series of a test.

.93 Directions for Conducting (DFC). The examiner should study the directions for conducting the examination in advance of the examination.

422 Admission to Examination Room

422.1 Visitors

Visitors may be admitted to the examination room if their presence is considered justifiable. However, they are not permitted to handle or inspect any examination materials, used or unused, or to communicate with competitors unless within hearing of an examiner, and then not regarding any topic relative to a subject of the examination. Members of the press and photographers are not admitted without authority from the region.

422.2 Authority for Admission

Form 2479-B is the prescribed form of authority for admission to an examination.

422.3 Applicants Without Proper Authorization

.31 Available Space. All applicants with proper authorization must be admitted first. After they have been seated, applicants without authorization may be admitted, providing:

a. There are enough examination materials and space; and

b. The examination is open or the applicant filed to take the exam before the closing date of the announcement.

.32 Wrong Time. An applicant who has an admission card to the examination but was directed to report for a different day or hour may be admitted, provided there are sufficient materials and space.

.33 Lost or Misplaced Admission Card. Applicants who claim to have lost or misplaced their admission card may be admitted if the examination announcement is still open. If the announcement is closed, the applicants should be warned by the examiner that their papers will be canceled if it is found that they are not entitled to admission to the exam. The examiner should obtain a statement signed by the applicant concerning the lack of an admission card. Following the administration of the exam, the examiner should check the file of Forms 2479-A. If no record is found to show that the applicant had filed to take the exam, the examiner reports that fact to NTAC, which will void the examination.

.34 No Application. A person who has not filed application but who reports to the examiner on the day of the examination and asks to compete may be admitted if the examination has no closing date. The examiner should require such a competitor to fill out the application form called for on the announcement before leaving the examination room. The examiner must have a sufficient supply of Forms 2591 to meet this requirement. See 422.6 for exceptions.

422.4 Late Reporting Applicants

.41 Conditions for Admission. An applicant with proper authority who reports late, but within a reasonable time after the exam starts, may be admitted provided that:

a. A satisfactory explanation is given;

b. No competitor has left the room after starting the examination; and

c. Space and examination materials are available.

.42 Considerations and Instructions. The decision on whether an applicant is too late to be admitted is made by the examinations specialist conducting the exam, who will consider the confusion which may be caused and the extra time that may be required of the examiner. If the group has begun work on the samples or practice for the exam, a late applicant may be admitted only with the understanding that work will begin at that point without compensation for any time lost on the samples or practice. Late applicants should be instructed to identify their test papers as specified in the directions for conducting the particular examination, but should not fill out any supplemental forms until the close of the exam. An applicant should not be admitted after the practice work on a test has been completed. If, in an exceptional case, admission is granted under such circumstances, the examiner must use good judgment and extreme care in issuing test papers to the late entrant. The examiner must be certain that the papers are issued in proper order (and with exact time allowance on each paper) and that the group is not disturbed.

422.5 Papers Presented by Competitors

Applicants are expected to bring the following papers to the examination room:

a. Admission Card.

b. Form 2591, *Application for Employment.* (See 422.6 for options.)

c. Positive identification (e.g., driver's license or credit card, with picture) to assure that the competitor is, in fact, the person named on the admission card.

d. SF 15, *Claim for 10-Point Veteran Preference.*

422.6 Securing Form 2591

Various sections of this handbook refer to Form 2591. This form may be secured in any of the following methods:

a. Send the blank application to the competitor along with the admission card, sample questions, etc., as described in 421.821. Collect the completed applications in the examination room.

b. Send the blank application with the Notice of Rating to only those competitors who passed the examination, with instructions to complete and return the application as soon as possible. A penalty envelope may be provided for return. This eliminates having to return completed applications to those competitors who failed the examination.

c. Send the blank application to only those eligibles whose standing on the register is such that they will likely be considered for appointment in the forseeable future. This option requires sufficient planning, to insure that the applications are returned in a timely manner.

422.7 Competitors' Identification

.71 Use the following method to prevent unauthorized persons from taking the examination for others:

a. Check the competitor's identification. Compare the picture on the ID with the competitor's face, and the name on the ID with the name on the admission card. An ID without a picture may be accepted, if the examiner is satisfied as to the identity of the competitor.

b. If the applicant does not produce a satisfactory ID, have the competitor sign the back of the admission card. If the applicant has misplaced the admission card, furnish a blank one for this purpose. Return the signed admission card to the installation head, for later comparison with the signature on the Form 2591, *Application for Employment,* and Form 61, *Appointment Affidavit.*

.72 As a deterrent to impersonation, competitors must be previously informed of the ID requirement, and the possibility of being required to furnish a signature specimen and/or fingerprint. The 1980 edition of Form 2479-B, *Admission Card* contains language that satisfies this requirement.

.73 Examiners fingerprint competitors only when directed to do so. See 423.5.

423 Administering the Examination

423.1 Required Vigilance

.11 Examiners' Responsibilities

.111 Examiners must not engage in any other activity during the progress of the exam (e.g., making or receiving telephone calls, reading questions, newspapers, or books, etc.). Competitors who have finished the exam should not be permitted to congregate about the desk of the examiner and obstruct the view.

.112 Examiners should be stationed at the side or rear of the room to be in a good position to observe the competitors. They should be constantly on the alert to prevent competitors from observing each other's work, making use of notes, copying examination questions, starting a test before the examiner gives the signal, taking examination questions from the room, or engaging in other unfair practices. So far as possible, cautioning of individual competitors should be done without disturbing the group.

.12 Cheating

.121 If competitors are detected cheating, the examiner should, if possible, request that another examiner observe the actions of the competitor, who is then informed that a full report of the incident will be made to NTAC. Competitors detected chesting will also be informed that they may be disqualified from competing in this and future examinations, but they should be allowed to continue the exam.

.122 A full report of the facts must be made to NTAC at the time the test papers are transmitted for processing. This report should be attached to the time record sheet and returned with the other examination papers. If practicable, the aids used by the competitor should also be attached. If the competitor refused to give up the aids, the examiner must include a detailed description of the aids in the report.

.123 NTAC decides whether or not to disqualify, based on the information provided. NTAC may request additional information after the original report is received. Examiners may not write any statement concerning the situation on the competitor's answer sheet.

423.2 Uniform and Courteous Administration

Examinations must be administered uniformly and with courteous, friendly treatment of all competitors. There should be no unnecessary conversation among examiners, no avoidable noise, and no undue movement about the room that might distract the attention of competitors from their work.

423.3 Assistance to Competitors

Examiners are forbidden to comment upon any work done by a competitor, make suggestions or remarks that might assist competitors in answering questions, explain the meaning of any question, or comment on the correctness of a competitor's answer. Competitors requesting explanations should be referred to the sample sheet given with the test or the instructions on the test booklet. Such instructions are for the guidance of competitors in doing the work on the test.

423.4 Test Materials

.41 Number of Test Booklets

.411 The exact number of test booklets for the competitors should be counted before any are handed out to competitors. If the examination is one for which the examination point does not maintain a supply of test booklets, the number of test booklets in the package should be counted before any are handed out to competitors. If the number of test booklets in the package does not agree with the number specified on the invoice, the examiner should write the exact discrepancy on the invoice and notify NTAC immediately.

.412 The same series of a test should be used by all competitors in one administration of an examination. If there is an insufficient number of test booklets of the same series and two series must be used, extreme care must be exercised by the examiner to see that competitors identify the proper series on their answer sheet; also that proper accountability is maintained.

.42 Insufficient Test Papers

.421 If enough examination papers are not received for a specified examination, the examiner should inform the competitors thus prevented from taking the examination that (a) a special examination will be scheduled for them as soon as possible and (b) they will be notified of the date and time.

.422 Deciding which competitors must wait for a special examination depends upon the immediate situation. Ordinarily, the admission of persons with proper authorization is on a first-come, first-served basis. If excess competitors are already in the examination room when the shortage is discovered, elimination may be made by calling for volunteers, determining the latest entrants to the room, drawing lots, or whatever other method appears most practicable. The examiner should mark the admission cards of the excess people and keep the cards to use in rescheduling them.

.43 Errors in Test Material. Where there is apparently an error in the test material, the examiner should, nevertheless, conduct the examination in full. The candidates may be instructed to answer the question involving the supposed error in whatever manner they think best, no discussion of the matter among candidates being permitted. The candidates may be told that their comments on the seeming error in the test materials will be included in the examiner's report. The examiner should report apparent errors in test material under *Remarks* on the Time Record Sheet.

423.5 Fingerprinting Competitors

The following procedure applies when the examiner has received instructions to fingerprint competitors:

a. After instructing competitors to check their applications, the examiner takes an impression of the right index finger of each competitor above the signature on the back of the Form 2591, or on the reverse of the admission card, Form 2479-B.

b. If the optional procedures for securing the Form 2591 are used (as described in 422.6 b or c), the fingerprint goes in the signature block on the reverse of the admission card. Be careful not to allow the fingerprint to extend beyond the borders of the block provided for this purpose.

c. Black fingerprint ink must be used in all cases.

d. Should the examinee's right index finger be missing, the print may be made from the right thumb and if necessary from the left index finger or thumb. If a digit other than the right index finger is used, it should be identified next to the print.

423.6 Instructions to Competitors

When ready to start the examination, the examiner calls the group to order and gives competitors the information and instructions contained in the directions for conducting the examination. The examiner should be standing at the front of the room and must read the instructions in a loud, clear voice. There must be NO deviations from the instructions as written.

423.7 Examining Conditions and Procedures

.71 Starting on Schedule. Examinations should start promptly at the hour specified in the instructions.

.72 Collecting Forms. After competitors have completed the gridding of personal information on scannable answer sheets and prior to the administration of the examination, the examiner collects all forms completed by competitors and brought to the examination room. For exams using nonscannable answer sheets, the examiner collects all forms completed by competitors and brought to the room before the answer sheets and test booklets are distributed to competitors.

.73 Aids in Examination

.731 Aids Not Permitted. The use of reference books, logarithmic tables, calculators, slide rules, or other aids is not permitted during the exam. Competitors are forbidden to communicate with, give aid to, or receive aid from other competitors. Evidence of collusion or of copying from one another may result in the cancellation of the competitor's papers and debarment from future examinations (see 423.1). The exchange of papers or notes, or an attempt to exchange them, or conversation with any other competitor during the exam will be considered evidence of collusion.

.732 Collection of Unauthorized Aids. Any written or printed matter in the possession of any competitor which might be of assistance in the exam must be deposited with the examiner until the close of the exam. Nothing is allowed on the competitors' desks except the papers relating to the examination and the necessary equipment authorized for use of competitors.

.74 Control of Test Material

.741 One Test to a Competitor. Competitors are given no more than one test booklet of the same kind, unless the test booklet is defective or damaged through no fault of the competitor, in which case the defective or damaged test booklet will be picked up by the examiner.

.742 Return of All Test Material. All test materials and scratch paper must be turned in to the examiner before a competitor leaves the examination room. Failure to do so may result in cancellation of the competitor's papers and debarment from future examinations. No examination material is allowed to be taken from the examination room.

.743 Review of Completed Tests. Competitors are not allowed to review or handle their examination papers after they have been completed and turned in to the examiner.

.75 Absence from Examination Room. Competitors may not normally be permitted to leave the room during the exam, unless specifically permitted in the directions for conducting (DFCs). In unusual circumstances where absences cannot be avoided, competitors should be accompanied by an examiner, if possible. Time spent out of the room is considered part of the time allowed for the exam. Under no circumstances will additional time be allowed to compensate for time lost during a competitor's absence from the room. If this is not practicable, the test paper on which the competitor is working will be taken up and not returned.

.76 Timing Test

.761 Time Record Sheet. The Time Record Sheet for Examiners serves as an aid in timing the examination properly and also as a record of the time for the various parts of the test. The instructions on it must be carefully observed; and the original copy must be returned with the answer sheets. The duplicate is retained by the examiner and the registry receipt for the answer sheet package for that examination is attached to it.

.762 Procedures.

a. The examiner tells the group how much time is allowed for the sample questions and each part of the examination, and that extra credit is not allowed for finishing ahead of time. For each test, the examiner enters on the time record sheet the time when the group starts the test, and immediately enters on the same sheet the time at which the signal should be given to stop work on that test. The examiner keeps this sheet immediately available as a reminder.

b. When the time is up for the test, the examiner immediately says, "Stop. The time is up." The examiner then enters the time at which the test was stopped. This procedure is followed for each test or part of a test. The time limit must be observed precisely. When the time limit is reached, the examiner must instruct all who are still working on the examination to stop and must see that they do stop work immediately.

c. If all competitors finish the last part of the test before time is called, the examiner will note the time the last competitor finished in the *Time Stopped* column and explain under *Remarks* why the examination was stopped early.

d. The examiner may decide whether competitors who finish ahead of time may turn in their papers immediately or whether they must wait until the group has finished.

e. It is the examiner's responsibility to make certain that these instructions are followed with extreme care.

.77 Abandoned Examinations. When a competitor abandons an examination, the examiner indicates this fact by the notation *abandoned* on all booklets and answer sheets that have been issued to the competitor. The examiner also fills in the name and social security number, title of examination, place and date if the competitor has not already done so. The examiner places these booklets and answer sheets with those of the other competitors and will make appropriate notation under Remarks on the time record sheet.

424 Examination Completion Procedures

424.1 Collection of Test Papers

As the examiner collects the test papers from each competitor, the examiner must check carefully to make sure that all the test papers issued to the competitor are returned. If some material is found missing after all the papers are collected, the examiner must determine which competitor has failed to turn in a sheet or booklet. *Any missing material must be obtained from the competitor if possible.* If necessary, the competitor may be confronted with the fact that the test booklet is missing. The competitor may be warned that failure to return any examination material issued may result in the cancellation of the examination papers and being barred from future examinations. A full report of the incident is included with the competitor's papers whether the missing material is obtained or not. It is vital to the Postal Service's examining program that test papers or copies of test questions do not get into the hands of unauthorized persons. Examiners must exercise meticulous care in collecting test papers and booklets to prevent such an occurrence. This is one of the most important responsibilities placed upon examiners.

424.2 Handling Test Material

.21 Assembling and Packing. Some material is sent to NTAC while the rest is sent to the postal installation for which the competitor was examined.

.22 Test Booklets to Be Returned. If test booklets are to be returned to NTAC, unused booklets should be kept separate by rubber bands or other means but packaged with the used booklets so that there will be no discrepancy between the number of test booklets returned (used and unused) and the number received by the examiner. When more than one package is used, the packages should be numbered sequentially with the invoice or shipping document in package #1. **Test booklets must be returned by registered mail.**

.23 Answer Sheets. At examination points which do not stock examination material, return unused answer sheets with the used and unused test booklets. **Used answer sheets from all examination points are returned with the test booklets, or in a separate package, by registered mail to the NTAC for scoring.** These used answer sheets, accompanied by the original copy of the time record sheet, must be packaged between two pieces of cardboard to prevent damage in transit. When more than one package is used, the packages should be numbered sequentially with the invoice or shipping document in package #1.

.24 Scratch Paper. If scratch paper has been distributed to competitors, it is collected by the examiner with the test booklet. The examiner collects as many sheets of scratch paper from each competitor as were issued. Used scratch paper is destroyed and discarded locally.

.25 Invoice

.251 Count Books Immediately. Immediately after completion of the examination, the examiner counts the used test booklets. If the examination is one for which the examination point does not maintain stocks of test material, the unused test booklets must be counted also and the count must also be recorded on the invoice. The count of test booklets must be made before the competitors who wish to witness the count leave the examination room.

.252 Collect Material from Those Leaving Early. If it is permissible for competitors who finish before time is called to leave before the examination ends, the examiner should make sure all test material issued to those who wish to leave early is collected. The examiner enters the count of used booklets on the invoice in the space provided, signs the form, and encloses it with the examination material.

.26 Special Directions to Examiner. The examiner returns with the examination material all copies of directions for conducting the examination which were furnished. Under no circumstances will requests for additional examination material be submitted to NTAC with this material. Requests for replenishment of examination material must be made separately, using Form 2487 (see 421.53).

.27 Material for Postal Installation. When the examination is given for more than one postal installation at one time, the following material must be packaged separately and mailed to each postal installation:

a. Form 2591 and any related forms.

b. Envelopes for competitors.

424.3 Mailing of Material

.31 Successive Examinations. When a large number of applicants requires holding the same kind of examination on successive days, each day's papers are mailed at the close of the day, accompanied by all appropriate forms.

.32 Forwarding of Examination Material. Packages of examination material are forwarded to the proper offices. To prevent tearing envelopes and exposure of test material, etc., care must be exercised not to overload them. If there is any doubt whether the package will stand the handling received in the mail, the package should be reinforced to help carry the load.

424.4 Materials Retained at Examination Point.

All unused and reusable confidential and nonconfidential test material must be retained at the examination point if it normally maintains supplies of such materials.

425 Processing Examination Results

425.1 Scoring Answer Sheets

.11 Scoring. Answer sheets are scored by NTAC, and retained there for 6 months. Computer records, if prepared, are retained indefinitely.

.12 Ratings. The center converts the scores to ratings on a scale of 100. Competitors' scores which are lower than passing are not converted to numerical ratings; instead they are given ratings of *Ineligible*. Claimed preference points, if any, are added to eligible ratings only.

.13 Outputs. NTAC produces notices of rating, register cards, and alphabetical cards.

425.2 Transmittal of Registers and Notices of Rating

.21 Arrangement of Register Cards. NTAC separates register cards for eligibles by postal installation (or by area/lead office under AER) and arranges register cards in descending numerical order of final rating (veteran preference points). Preference eligibles appear ahead of nonpreference eligibles with the same final rating on register.

.22 Arrangement of Notices of Rating and Alphabetical Cards. NTAC separates Notices of Rating by postal installation and arranges them in alphabetical order by last name. NTAC mails register cards for eligibles, and notices of rating and alphabetical cards for eligibles and ineligibles to the postal installation.

425.3 Disposition of Cards

.31 Register Cards. The register cards become the register at the installation, and are merged in order of final rating with the active register previously established, if any, for this examination.

.32 Notices of Rating

The installation head mails the notices of rating to competitors in the envelopes they prepared. If collected at the time of examination, applications of ineligibles are also returned to applicants with the notices of rating.

.33 Alphabetical Cards

Alphabetical cards become the locator register and are filed alphabetically.

.34 Answer Sheets

Answer sheets are kept on file for 6 months at NTAC.

425.4 Other Arrangements

When special local requirements necessitate handling of examination papers outside the usual processing system, the NTAC will prescribe the procedures with the approval of the Employee Relations Department at Headquarters.

426 Special Procedures For CAG K Offices

426.1 Registers

Appointments of post office clerks and rural carriers in these offices will be made from the appropriate (i.e., Clerk-Carrier and Rural Carrier, respectively) registers. Registers are maintained by the sectional center to which the office reports. Postmasters at these offices should request names from their register from the sectional center when it is necessary to hire.

426.2 Procedure for Opening Examination

.21 If there is no register, an installation head notifies the sectional center manager of the desire to open the examination. The Sectional Center manager will process the request in accordance with 421.4. At the installation head's option, the examination may also be reopened if there is an inadequate register.

.22 The announcements and Forms 2479A/B are sent to the postmaster, who posts the announcements, provides Forms 2479A/B to applicants, and accepts completed Forms 2479A/B from applicants. The postmaster will then forward the completed Forms 2479A/B to the examinations specialist designated by the sectional center daily or weekly as received.

426.3 Scheduling

See 421.81.

426.4 Notifying Applicants

See 421.82.

426.5 Avoiding Excessive Travel for Applicants

When necessary to avoid excessive travel for applicants, the examinations specialist will attempt to arrange with the requesting postmaster for local facilities for administering the examination and will travel to that site to conduct the examination.

426.6 Examination Completion Procedures

After the examination, the examinations specialist will forward the completed answer sheets to NTAC, and the self-addressed envelopes along with the applications (Forms 2591) to the sectional center (not to the requesting postmaster).

426.7 Processing Examination Results

NTAC sends notices of rating and the register cards to the sectional center, which mails the notices of rating to applicants and provides the requesting postmaster with a hiring worksheet that includes enough eligibles to fill the position. The sectional center will maintain individual registers for each associate office.

426.8 Selection from Register

The sectional center manager will assist the postmaster, if necessary, in following the rules for selecting from a register. See 261.

430 Inservice Examination Procedures

431 Preliminary Preparations

431.1 Announcement and Closing Dates

.11 Opening. Installation heads will announce the opening or reopening of an examination as far in advance of the scheduled date as practicable. Circumstances permitting, at least 30 days' notice is desirable in order to permit employees to do some preparation or review prior to the examination.

.12 Closing. The closing date should be approximately 15 days prior to the scheduled date of the examination, in order to assure receipt of examination booklets and answer sheets before the scheduled date.

431.2 Examination Reopened at Two or More Installations

When an installation head is unable to obtain an acceptable candidate to fill a vacancy from registers at the installation, from registers at the SC, or other defined areas of consideration, the district manager may authorize the reopening of the required examination in other installations within the sectional center or district. When this occurs, NTAC must be notified at which installations the examination is being opened. When an examination is administered for two or more installations at a single location, care must be exercised to ensure that employees grid the finance number of their own installation on their answer sheet and not the finance number of the administering office.

431.3 Examiners

.31 Selection. Installation heads select examiners to give the examination. Examiners must be employees who are not eligible to participate in the examination at the time it is given or if and when it is reopened. Supervisors may administer inservice exams.

.32 Training. Prior to the examination date the installation head must arrange a training session for all examiners. At this session the directions for conducting the examination, instructions to examiners, and the time record sheets should be thoroughly reviewed so that all will understand exactly what is expected of them and how the examination must be conducted. Patience and courtesy must be emphasized.

.33 Numbers. There should be one examiner for each 30-40 participants.

.34 Use of Examinations Specialist and Other Examiners. Installations which have regularly assigned examiners at test points must use these trained personnel in administering inservice examinations *provided* they are not and will not become eligible to take the examination.

431.4 Space for Examinations.

Installation heads make arrangements to conduct the examination. When there is insufficient space in the post office or installation, space in local schools or other public facilities should be obtained. The payment for use, cleaning of space, or other utilities should be made locally.

431.5 Scheduling Competitors

.51 Scheduled Date. All competitors should be assigned to take the examination on the date listed in the announcement. Where large numbers of competitors are involved, morning and afternoon sessions are permissible if two different series of the same examination are available and a different series is used for each session. When the installation head has the responsibility of setting the date, avoid conflicts with holidays, religious observances, and periods of peak work load.

.52 Makeup Dates. In the case of large scale, or nationwide examinations, additional makeup dates are scheduled by the authority who issues the announcement. The makeup dates are used only for the following categories:

a. Competitors who could not be excused from duty on the scheduled first date.

b. Competitors eligible to compete in more than one examination *and* who did participate in another examination on the first scheduled date.

c. Competitors who were unable to participate on the first scheduled date due to religious beliefs.

d. Competitors who will not meet the service requirement until the scheduled makeup date.

e. Competitors who were unable to participate due to illness of themselves or of a family member or because of a death in the family. Unusual or particularly worthy cases may be referred to NTAC for review.

.53 Multiple Examinations in One Room. If several tests with few competitors in each are scheduled for the same day, they may be scheduled in the same room. Competitors should be grouped according to the examination they are taking so that test booklets and answer sheets can be kept separate when the exam is finished. Care must be taken to ensure that each competitor is taking the appropriate exam. A separate time record sheet must be prepared for each examination, and separate packages of answer sheets and test booklets prepared for return to NTAC.

.54 Notifying Competitors. When space and scheduling considerations have been completed, installation heads will ensure that competitors are notified of the time and location for which they have been scheduled. Such notification is made by appropriate entry on the admission card which is mailed to each competitor.

432 Competitive Examinations

432.1 Authorization to Administer

.11 National Examinations. The authority to administer nationwide examinations is specified in the examination announcement and in a Postal Bulletin notice. Types and sizes of installations will be specified.

.12 Local Examinations. Installation heads are authorized to open or reopen examinations in accordance with local needs.

.13 Special Examinations. Special examinations are those for intermediate geographic areas (e.g., regionwide, districtwide) or for a commuting area.

432.2 Examination Materials

Examination materials are supplied by NTAC. The materials needed and the method for obtaining them are included in the examination specifications for the particular examination. Contact NTAC for information. Distribution methods for nationwide examinations will be specified by a Postal Bulletin notice.

432.3 Administration of Examination

.31 Preparation. The examiner must have the proper number of test booklets, answer sheets, and other required materials for conducting the examination. The seals on the examination packages **must not** be broken until the breaking of the seals is witnessed by the competitors. The examiner should use the face page of the directions for conducting the examination as a checklist for the material needed by examiner and each competitor. The examiner should have a Form 2460, *Examination Application,* for each competitor scheduled for the room.

.32 Admitting Competitors. As the competitors arrive, the examiner checks the admission cards, Form 2460-A, but will not collect them until after the personal items on the answer sheet have been completed and just before the exam begins. The competitors can use the admission card to obtain their social security numbers for entry on the answer sheets.

.33 Envelopes for Notices of Rating. To eliminate typing of envelopes, each competitor is given an opaque envelope to self-address. The envelopes are collected by the examiner and retained at the installation. All envelopes will be arranged alphabetically prior to receipt of the Notices of Rating. When the notices are received, the envelopes are used to mail them to the competitors.

.34 Conducting Examination

.341 The examiner must conduct the examination in a manner that is fair to all. When explaining the filling in of the machine-readable grids, the examiner should be as patient and helpful as possible. All questions about the grids and the method of marking answers must be answered in a courteous manner. The directions for conducting the examination must be read in a loud, clear voice and there must be *no* deviations from the instructions. The examiner must not offer any assistance in answering questions, nor give any interpretation to examination questions.

.342 Report in the Remarks section of the time record sheet, any problems brought up, such as poor reproduction, missing pages, parts of questions, or any factor confusing to the competitors.

.343 The sealed booklets must be opened in the presence of the competitors.

.35 Closing Out Examination.

.351 Sealing Answer Sheets. The competitors must be invited to stay and witness the sealing of the completed answer sheets at the end of the examination. Whether employees stay or not, **the completed answer sheets must be placed in a P-87 envelope and sealed before they are taken out of the examination room. There must be no deviation from this procedure.**

.352 Returning Examination Materials. All examination materials must be handled according to instructions in the directions for conducting the examination. Completed answer sheets and examination booklets will be returned to the indicated address by registered mail.

432.4 Scoring Answer Sheets

Answer sheets are scored by NTAC. Results are processed into notices of rating and register cards.

432.5 Transmittal of Registers and Notices of Rating

NTAC sends the notices of rating and the register cards to the appointing officers. Normally this will be to the head of the installation whose finance number has been entered on the answer sheet or the time record sheet.

432.6 Audit of Registers

.61 What to Audit. When the notices of rating and registers are received from NTAC, and before the notices of rating are mailed to the competitors, each card is audited for errors. Among the errors that may be caused by improper gridding, misunderstanding instructions, or carelessness are the following:

a. Misspelled name.
b. Incorrect social security number.
c. Incorrect branch of service.
d. Incorrect category of employment.
e. Incorrect finance number.

.62 Correcting Errors. Any errors that are found should be struck over (but *not* obliterated) by one stroke of ink, and the correct data entered alongside or above the overstruck entry.

432.7 Mailing Notices of Rating

Upon completion of the audit specified in 432.6, corrected notices of rating should be mailed *immediately* to competitors in the opaque envelopes they addressed to themselves when they took the examination. Register cards are filed in the OPF.

433 Noncompetitive and Qualifying Examinations

433.1 Authorization to Administer

Only installation heads are authorized to open or reopen examinations.

433.2 Examination Materials

Examination materials are supplied by NTAC.

433.3 Administering, Scoring and Reporting Results

Follow the directions in 432.2 to 432.7. In the case of noncompetitive examinations, there may be only one candidate. In no case will the formalities associated with fairness and equity in the administration and handling of the examination and examination materials be modified.

440 Rated-Application Examinations

441 Introduction

441.1 Description

In some examinations, the applicant's experience and training are evaluated without having to take a written test. This evaluation of experience and training constitutes a rated-application examination. In other cases, the candidate takes a written test as part of the total examination, and experience and training are evaluated as another part of the total examination. Since there is a written test as part of the examination, these are classified as written examinations. However, the evaluation of training and experience are handled in the same way as for rated-application examinations. There are various methods of rating based on training and experience. The method to be used as stated in the examination specification, which is maintained at NTAC.

441.2 Purpose

Experience and training are rated to determine which applicants are qualified to do the job and to rank those who are qualified in terms of expected performance on the job. The objective of all rating methods is to make a quantitative and qualitative evaluation of an applicant's background of knowledges, skills, and abilities against an established standard of experience and training requirements.

442 Administering Rated-Application Examinations

442.1 Authorization

Rated application examinations are governed by the specifications for the particular examination.

442.2 Responsibility

Heads of postal installations are responsible for opening or reopening examinations in time to permit establishment or replenishment of registers to meet their needs.

442.3 Procedures

.31 Opening Examination. The installation head notifies NTAC. If it is anticipated that selective factors are to be used as a part of the selection process, see 265.3; all selective factors information must accompany a request to open an examination under rated-application examination procedures.

.32 Application. Applications and any associated forms are accepted at the installation until the closing date. They are checked for completeness and forwarded to NTAC. Applications and associated forms for examinations without a closing date are forwarded weekly.

.33 Scoring. The applications and any associated forms are reviewed and scored at NTAC by evaluation against the job standards. A rating is computed for each candidate and eligibles are given numerical scores. Claimed veteran preference credit, if any, is added to the scores of eligibles in entrance exams. Register cards, alphabetical cards, and notices of rating are prepared.

.34 Material Returned to Installation. Register cards, alphabetical cards, notices of rating, applications, and associated forms are all returned to the installation.

442.4 Notices of Rating

The installation head mails the notices of rating to the candidates.

442.5 Request for Review of Rating

Upon request from an applicant or installation head to review the score of a rated examination, NTAC will review the rating and notify the requestor of its findings. Any additional qualifications data submitted for reevaluation, must be received at NTAC no later than 30 days from the date of the notice of rating. Additional qualifications data must have been acquired prior to the closing date of the examination announcement.

442.6 Registers

Registers are maintained in accordance with subchapter 250.

450 Performance Tests

451 Introduction

451.1 Purpose

A performance test is a test in which the applicant is directed to carry out some activity. The way in which the applicant performs the activity and the work produced are observed and evaluated according to predetermined standards. The term *performance test* is usually applied only to tests involving physical apparatus, physical movement, or products of manual operations. Some performance tests are: the road test for operators of postal vehicles, the typing test, and the test of strength and stamina for mail handlers. Performance tests are designed to predict the applicant's potential skill or to indicate the applicant's present skill or proficiency. Those used in the Postal Service are related to the tasks that will be performed in the job for which the applicant is being considered. In some cases sample tasks are used.

451.2 Authorization

Performance tests are used when specified in Appendix B.

452 Administering Performance Tests

452.1 Time of Administration

Since most performance tests are administered to one person at a time, they are usually given when the examinee is called in for interview or at the time of appointment. Most performance tests are given after the examinee's qualifications have been tentatively evaluated by some other method, such as written examination or rated application, and the examinee has been tentatively selected for the position. There are, however, some performance tests, such as the typing test, which are given to groups of examinees at the time of the written examination. Results on those performance tests are used in determining the examinee's eligibility when the examinee qualifies on the written portion of the test.

452.2 Administering the Test

.21 The test is administered by postal employees who have been trained to give the particular test and have been designated as examiners for this purpose. They follow directions which have been prepared for this purpose by the Postal Service.

.22 When the test is given at the time of appointment, the examinee is rated eligible or ineligible on the basis of performance on the tasks presented in the test. In some cases, instructions for evaluating this performance and standards for eligibility are supplied with the performance test, for the examiner's use. In other cases, the performance test or examiner's checklist are scored at NTAC.

452.3 General Instructions for Examiners

.31 Before giving a performance test, read very carefully and thoroughly the instructions which come with the performance test. Be sure you understand the test and the method for administering it before attempting to give it to the examinee. It will be helpful to read aloud several times any instructions that are to be given before reading them to the examinee, in order to become familiar with the words and to determine the proper emphasis.

.32 Assign the examinee to a work area and provide the examinee with the necessary equipment and supplies as listed in the directions for the particular test. Have the materials available beforehand. If the test requires the examinee to detect and/or repair a malfunction or other defect, prepare the equipment before allowing the examinee in the work area.

.33 In giving the test, record the time that you tell the examinee to start each task. Add to that the amount of time the applicant is allowed for the task, and record that time as well. Then record the time the examinee finishes.

.34 In scoring a performance test, carefully observe the procedures the examinee uses as the test is performed. Follow exactly the directions for scoring that are supplied with the performance test. Do as much of the scoring as possible at the time that a particular sub-operation is performed. Do not rely on your memory. Give complete attention to the scoring. The measurement section of the checklist is scored after the task is completed.

.35 Do not permit the examinee to take a copy of the test or notes on the test away from the test area.

452.4 Results

.41 Notification. Examinees are informed whether they are eligible or have passed the performance test. The appointing officer is also notified whether the examinee is eligible or has passed the performance test.

.42 Processing. A record of the results of the performance test is made part of the examinee's file. If the examinee is eligible, the appointment can be processed. Whether the examinee is eligible or ineligible, this information should be indicated on the *Hiring Worksheet.* The examiner should furnish a written report for the file. The appointing official may request an additional eligible from the register, if necessary, to have three eligibles from which to choose. Annotate the register card to show pass or failure on the performance test, and date.

460 Road Test Examination

461 General

461.1 Policy

All driver instructors and safety managers at MSCs must be qualified by training prescribed by Headquarters as road test examiner instructors. In this capacity, road test examiner instructors will train road test examiners to conduct the official Postal Service road test. They are authorized to conduct the necessary examination of candidates for certification as road test examiner.

461.2 Responsibilities

.21 Regions. It is the responsibility of the vehicle services manager, in cooperation with the regional safety manager, to ensure that an adequate number of road test examiner instructors are qualified and available to administer the road test program in their regions.

.22 District and Sectional Center Managers

It is the responsibility of district and sectional center managers to ensure that an adequate number of road test examiners are qualified and available to administer the U.S. Postal Service road test to applicants for driver positions in associate offices.

461.3 Definitions

.31 Driver Instructor. A postal employee certified to provide instruction in driving postal vehicles to other postal employees. These duties are performed by the driver-instructor and examiner in offices where this position is authorized.

.32 Road Test Examiner Instructor. A postal supervisory employee certified to provide instruction to candidates for certification as road test examiners and to administer the necessary examination to them. The road test examiner instructor may also administer the Postal Service road test.

.33 Road Test Examiner. A postal employee certified to administer the Postal Service road test to other postal employees and to eligibles for employment in the Postal Service. These duties are performed by the driver-instructor and examiner in offices where this position is authorized.

462 Certification

462.1 Road Test Examiner Instructor

After the prospective road test examiner instructor has successfully completed the training prescribed by Headquarters, the authority responsible for providing the training will notify the test center. The test center issues a Form 5908, *Road Test Examiner Instructor's Certificate,* certifying qualification.

462.2 Road Test Examiner

.21 Prospective road test examiners will be nominated by the head of their installation to the MSC safety manager, who forwards a training packet. After the nominee has completed the study of the training materials, a road test examiner instructor will be assigned to provide further instruction and to test the nominee. The instructor also administers the Postal Service road test to the nominee. The nominee in turn, administers the Postal Service road test to another person in the presence of the road test examiner instructor (or administer it to the road test examiner instructor if no one else is available). The following materials are forwarded to the test center:

a. Answer sheet for nominee's test.

b. Form, 5932, *Road Test Checklist,* administered to the nominee.

c. Form 5932 administered by the nominee.

d. Form 2480, *Driving Record,* of the nominee.

.22 NTAC scores all papers and, if the nominee is successful, issues a road test examiner's certificate certifying the road test examiner. This authorizes the new examiner to administer and score the Postal Service road test.

463 Establishment of Road Test Examiner Functions

Installation heads who believe that the volume of testing required for their installations (and others within commuting distance) establishes the need for a road test examiner will notify the MSC safety manager. The notification will be narrative memorandum specifying the annual volume of driver tests required or anticipated, the installation currently providing the road test service, and an estimate of budgetary or other advantages of establishing this function. The head of the installation will also nominate a principal and an alternate from the installation for designation as road test examiners.

464 Administering Road Test

464.1 Procedures

The road test examiner will follow precisely the procedures outlined on the back page of the road test checklist in directing the candidate during the test. The examiner will be alert to check any of the discrepancies on the front of the checklist as defined in the pamphlet, *Instructions for Examiners Conducting the Driver's Road Test,* and will make sure that the candidate does not see the material contained on the back page of the checklist. The examiner will be courteous and considerate during administration of the road test. The road test is administered only on the approved road test route. In case of deviations caused by unsafe conditions or failure of the candidate to follow directions, the road test examiner resumes the regular route as soon as possible. Only a candidate whose driving record indicates eligibility for a U.S. Government Motor Vehicle Operator's Identification Card will be tested.

464.2 Road Test Route

.21 Route Conditions. The route should have traffic conditions like those in which most of the operators will drive. Ideally, it should be 5 to 8 miles long. Much of the route should run through a congested area (typically a 35mph or less speed zone), should involve some heavy traffic. Specifics on test route requirements and configurations are contained in the pamphlet, *Instructions for Examiner's Conducting the Driver's Road Test.*

.22 Approval Procedure. An annotated copy of the proposed road test route must be submitted to the MSC safety manager for approval before the route is established as the approved road test route. Installations located in areas that cannot meet all of the criteria in 464.21 should consult with the MSC safety manager about variations appropriate to their traffic conditions and driver requirements.

465 Driver Licensing

Driver licensing and the maintenance of driver records is the responsibility of supervisors in charge of vehicle operations. Procedures for driver licensing are detailed in part 214 of Handbook M-52, *Fleet Management.* Applicants who are known to have an unsatisfactory driving record are not scheduled for the road test. See Exhibit 465, *Table of Disqualifications.*

466 Source of Materials

All tests, test booklets, and other materials required for the road test examining program should be ordered from NTAC.

Table Of Disqualifications

Type of Violation	In Last 3 Years	In Last 5 years	In Last 7 years
1. Reckless driving or other similar offenses	1 or more	3 or more	
2. Driving under influence of narcotics or intoxicants	1 or more	2 or more	
3. Suspension of driving permit	1 or more		
4. Revocation of driving permit	1 or more	3 or more with 1 in last 3 years	
5. All other traffic offenses (but not parking)	3 or more	6 or more	Average of 2 per year for years driven, if 1 conviction occurred in last 3 years
6. At fault accidents	2 or more	Any accident resulting in a fatality	Average of 1 per year for years driven, if 1 accident occurred in last 4 years. If 2 or more in most recent year, disqualifying, regardless of average
7. Hit and run offense	1 or more		

Exhibit 465. Table of Disqualifications

Chapter 5
Assignment, Reassignment, and Promotion

510 General Policies

511 Introduction

511.1 Organization of Chapter

Most postal positions, except entrance-level positions, are filled by the assignment, reassignment, or promotion of postal employees. This chapter includes policies and procedures for filling positions by means of those personnel actions. Subchapter 510 contains general policies applicable to filling positions by assignment, reassignment, or promotion. Subchapters 520–540 contain additional specific policies and procedures for the following different kinds of positions:

520—PS Schedule Bargaining Unit Positions
530—Initial-Level Supervisor Positions
540—Other Nonbargaining Unit Positions

Note: Any exclusions to the position coverage are listed in each subchapter.

511.2 EEO Policy

.21 Equal opportunity for assignment, reassignment, and promotion will:

a. Be based on merit and the relevant experience, training, knowledge, skills and abilities required for the positions being filled.

b. Comply with the provisions of the applicable collective bargaining agreements.

.22 Effective utilization of employees requires that selections be made without discrimination because of race, color, sex, religion, age, national origin, political affiliation, marital status, or physical impairment (if the position may be efficiently performed by a person with a physical impairment).

511.3 Eligibility

.31 Type of Appointment. An employee serving under a career appointment is eligible for reassignment or promotion. An employee serving under a temporary or casual appointment is not eligible for promotion.

.32 Restricted Positions Restrictions on filling certain positions by preference eligibles (see 262) do not apply to inservice placement.

.33 Other Limitations. Eligibility for consideration for some positions is limited to employees in specific grades, occupations, geographic areas, or organizations. These limitations are described in the following subchapters.

511.4 Minimum Qualifications Requirements

.41 References for Standards. In-service qualifications standards for some non-bargaining unit positions are published in Personnel Handbook P-12A, *Qualifications Standards for USPS Positions.* In-service qualifications standards for bargaining unit positions are published in Personnel Handbook P-12B, *Qualifications Standards, Bargaining Unit Positions.* The appropriate standard is a minimum standard, which all candidates must meet, but is normally not the only basis for making selections (see 511.5). When a specific qualification standard for a particular position has not been issued, one or more of the following procedures may be used to determine the most appropriate standard to apply:

a. Use as a guide the appropriate qualification standard in Handbook X-118B, *Qualification Standards for Postal Field Service.*

b. Consult other qualification standards in the same occupation code group.

c. Consult one or more individuals who are most knowledgeable about the position and its requirements.

.42 Procedure. Once the decision is made to apply a particular standard, the rationale used to determine the appropriateness of its use must be documented. If there is a question regarding the suitability of a standard, installations will consult their regional headquarters. Published qualification standards may not be modified without prior approval according to instructions in Part 4 of Handbooks P-12A and P-12B.

511.5 Selective Factors

.51 Definition. Selective factors are qualifications requirements, in addition to the minimum standards, which are essential to satisfactory performance in the particular position being filled. A selective factor is a knowledge, skill, or ability which could reasonably be included as a minimum qualification requirement for a specific position in a specific installation.

.52 Identification

.521 Selective factors must be appropriate to the actual duties and responsibilities of the position and, taken as a whole, must not establish an unreasonably high standard for the position.

.522 If justifiable for a particular position, some examples of *appropriate* selective factors are:

a. Knowledge of a language other than English;

b. Knowledge or abilities pertaining to a certain program or function which can not readily be acquired after selection;

c. Skill in making written or oral presentations;

d. Ability to travel as frequently as the position demands.

.523 Some examples of *inappropriate* selective factors are:

a. An additional amount of general or specialized experience, beyond that in the Handbook P-12 standard;

b. A barely relevant kind of experience, or rarely used skill or ability, in comparison to the real needs of the position.

c. Educational attainments unreasonable for the responsibilities and grade of the position;

d. A requirement which could readily be met by a brief initial period of orientation and familiarization in the position;

e. A requirement which unduly restricts the number of eligible candidates or favors a particular candidate;

f. A requirement not essential to performance in the immediate position (such as one based on a possible future assignment), except in the case of trainee positions when ability and potential to advance to higher grades in the occupation are required.

.53 Documentation

.531 Job Relatedness. Before using selective factors, the installation must ensure that sufficient documentation of the knowledge, skills, and abilities identified is available to allow clear determination of job relatedness. The documentation must show that the particular knowledge, skills, and abilities being used as supplemental factors will enable candidates to perform critical job duties that they would not otherwise be able to do satisfactorily. The documentation should indicate how essential these factors are to the performance of the job, as well as to the cost impact on the Postal Service. The documentation should also include examples of experience, education, work products, etc., that will be acceptable as evidence that a candidate possesses the selective factor.

.532 Records. In all cases where selective factors are used, the installation must keep records documenting the reasons for their use as well as the measuring criteria. The documents should be annotated and signed by the installation head or designee to show that the factors were analyzed and that a judgment was made regarding their acceptability. The annotated and signed documents should then be filed at the installation. To support job relatedness, the documentation should be kept for a period of 2 years from the time it was used for a selection. See 265.3 for use of selective factors in making appointments from a register.

511.6 Current Information

Employees are responsible for providing current information about their experience, education, training, and other qualifications, in order that their personnel records are up-to-date. Employee relations personnel should furnish employees any assistance needed in properly documenting this information.

511.7 Physical Requirements

Normally, employees must beet the physical standards for the positions to which assigned. (See 320 for explanation, including situations in which physical standards are waived.)

511.8 Positions Not Filled Permanently

.81 A position may be filled only temporarily when (a) a career employee has been granted reemployment rights to it, or (b) the regular incumbent is temporarily absent. Examples of such situations are when an employee is:

a. On active military duty;

b. Serving as a national officer of a postal employee organization;

c. Temporarily assigned or temporarily promoted to another position; or

d. Appointed as an officer-in-charge or MAS Master Instructor.

.82 Temporary assignment, reassignment, promotion, or appointment to fill a position to which another employee has reemployment or incumbent rights must be made with the candidate's understanding that the candidate will be returned to the present position on the return of the absent employee. See specific requirements in 513 (Temporary Assignment) and 514.4 (Temporary Promotion).

512 Reassignment

512.1 Definition

A reassignment is the permanent assignment, with or without relocation, of an employee (a) to another established position with the same grade in the same salary schedule or (b) to a position with an equivalent grade in another salary schedule.

512.2 Reassignment to Bargaining Unit Positions

The appropriate collective bargaining agreement contains general policies and procedures governing reassignments to positions within the bargaining unit. Detailed policies and procedures are described in 520.

512.3 Reassignment to Nonbargaining Positions

.31 Management Option. Authorized management officials may reassign nonbargaining unit employees without following regular competitive procedures.

(See 530 regarding reassignments to initial-level supervisor positions).

.32 Employee Self-Nomination. Employees who desire reassignment may nominate themselves in the same way as employees who desire promotion consideration (see subsequent subchapters for appropriate procedure).

.33 Unassigned Employees. Unassigned employees (i.e., employees whose positions have been abolished) are reassigned in accordance with ELM 354. See subchapter 530 for reassignment to initial-level supervisor positions.

512.4 Mutual Exchanges

Career employees may exchange positions (subject, when necessary, to the provisions of the appropriate collective bargaining agreement) if the exchange of positions is approved by the officials in charge of the installations involved. Parttime flexible employees are not permitted to exchange positions with full-time employees, nor bargaining unit employees with nonbargaining unit employees, nor nonsupervisory employees with supervisory employees. Mutual exchanges must be between positions at the same grade. An exchange of positions does not necessarily mean that the employees involved take over the duty assignments of the positions. (Note: A regular rural carrier may exchange only with another regular rural carrier at a different installation.)

513 Temporary Assignment

513.1 Definition

A temporary assignment is the placement of an employee in another established position for a limited period of time to perform duties and responsibilities other than those specifically set forth in the regular assignment position description and when a formal reassignment and/or promotion personnel action is not required.

513.2 Bargaining Unit Positions

The appropriate collective bargaining agreement contains policies and procedures governing higher level assignments (i.e., details to higher grade positions) within the bargaining unit.

513.3 Nonbargaining Unit Positions

.31 General Policies

.311 Temporary assignments to nonbargaining unit positions should be made only for the shortest practicable time limits, and may be authorized to meet emergencies caused by abnormal workload, change in mission or organization, or unanticipated absences. In the absence of a nonbargaining unit employee (except a postmaster or sectional center manager), the appointing official will first attempt to have the duties of the absentee's position absorbed by other employees of the same or higher grade. If this is not feasible, a qualified employee may be temporarily assigned to the position under the policies and procedures described in the following sections. Such assignments must be carefully monitored by management to confirm their continued necessity.

.312 Any qualified employee who best meets service needs may be temporarily assigned by the appointing official or designee. (See 530 on temporary assignment to an initial-level supervisor position.) Normally, priority is given to unassigned employees (i.e., employees whose positions have been abolished). Policies and procedures governing the temporary assignment of unassigned employees are in ELM 354.

.313 Employees recuperating from serious injury or illness who are unable to perform their regularly assigned duties, may be temporarily assigned (if administratively feasible) to such duties as they can perform for a short period of time pending their recovery. Generally, the employee should be required to present acceptable medical evidence.

.314 A temporary assignment may be terminated at any time by management, either at its own discretion or at the request of the employee.

.32 Time Limits

.321 Temporary assignment of an employee to a position at the same grade or at a lower grade may not exceed 90 calendar days, which may be extended by the next-higher level of management above the appointing official. See 513.33 for time limits on temporary assignment to a higher-grade position.

.322 Any temporary assignment for 30 or more calendar days must be authorized with Form 1633, *Assignment Record.* (See ELM 416.1.)

.33 Higher-Grade Temporary Assignment

.331 All managerial and supervisory personnel must ensure that no one is temporarily assigned into a higher grade nonbargaining unit position *unless* such an assignment is absolutely essential to the effective operations of the Postal Service, and the person selected assumes the full *core* responsibilities of the higher grade position.

.332 MSC managers and BMC managers are required to approve in advance any higher-grade temporary assignment of 30 or more calendar days in an organization under their respective jurisdictions.

.333 Temporary assignment to a higher-grade position, *during the absence of the incumbent,* is limited to a maximum period of 90 calendar days, which may be extended with the prior approval of the Regional Postmaster General.

.334 Temporary assignment to a higher-grade vacant position, *pending selection of a person for permanent assignment,* is limited to a total of not more than 60 calendar days. If the employee on temporary assignment is a candidate for the vacant position, the higher-grade assignment must be terminated before the 61st day. If that employee is not a candidate, the next-higher level of management above the appointing official may approve an extension of that employee's temporary assignment beyond 60 days, until a selection is made and approved and the new incumbent assumes the position. *Exception:* This policy does not apply to temporary higher-grade assignments to postmaster, sectional center manager, or initial-level supervisor positions.)

.335 Any exceptions to the policies in 513.331-.334 require prior approval by the SAPMG, Employee and Labor Relations.

.336 Rules governing higher-level pay for temporary assignment to higher grade nonbargaining unit positions are in ELM 416.

514 Promotion

514.1 Definition

A promotion is the permanent assignment, with or without relocation, of an employee (a) to an established position having a higher grade than the position to which the employee was previously assigned in the same schedule or (b) to a position with a higher than equivalent grade in another schedule. (See ELM 411.4 for exceptions.)

514.2 Bargaining Unit Positions

The appropriate collective bargaining agreement contains general policies and procedures governing promotions to positions within the bargaining unit. Detailed policies and procedures are described in 520.

514.3 Nonbargaining Unit Positions

.31 General Policies. The general policies governing promotions to nonbargaining unit positions are described in ELM 351. Specific policies are described in the rest of Chapter 5.

.32 Immediate Relatives. Restrictions on the promotion (or recommendation for promotion) of immediate relatives are explained in 312.3.

.33 Absent Employees. Employees with restoration rights by reason of military duty will be considered for promotion if otherwise eligible. Employees on extended leave, including leave without pay, will also be considered provided they are otherwise eligible and have applied for promotion. If the employee is selected for promotion, the personnel action is effected upon return to postal duty. The action is dated as of the date the promotion would have occurred had the employee not been absent. Upon selection and while the personnel action is pending, notation of the selection is made in the employee's official personnel folder and on Form 7, *Service Record*, if that form is maintained.

.34 Selection. Selection for promotion to nonbargaining unit positions will be made from among the best qualified candidates who are eligible, interested, and available.

.35 Unassigned Employees. Promotions of unassigned nonbargaining unit employees (i.e., employees whose positions have been abolished) are made in competition with other eligible employees, unless otherwise specifically provided.

.36 Applicability to Other Personnel Actions. Competitive promotion procedures apply to all promotions, including temporary promotions (see 514.4), except as otherwise indicated in this handbook. In addition, competitive promotion procedures also apply to the following actions:

a. Filling a higher-grade position by selection from among *postal employees* on an extrance register.

b. Selecting an employee for training where the training is required for promotion. When training is given primarily to prepare employees for advancement and is required for promotion (i.e., an employee is not eligible for promotion unless training has been completed), selection for the training is made under competitive promotion procedures.

.37 Exceptions to Competitive Promotion Procedures. The following promotion actions are excepted from competitive promotion procedures:

a. Promotion of the incumbent to a position reevaluated at a higher grade without significant change in duties and responsibilities.

b. Promotion and assignment of certain present or former nonbargaining unit employees to higher-grade nonbargaining unit positions under the specific conditions described in 532 and 540. This includes employees with retreat (or return) rights, employees previously reduced in grade or serving with saved grade, MAS Master Instructors, Management Associates, and Management Trainees.

c. Promotion of an employee who satisfactorily completes an approved training program which specifically provides for promotion, if the employee was selected for the program under competitive procedures and the fact that selection could lead to promotion was made known to potential candidates for the program.

514.4 Temporary Promotion

.41 Use. Temporary promotion should be limited to situations in which a higher-grade position cannot practically be filled through other temporary means (see 513). Such situations include, but are not limited to, the long-term absence of the incumbent or when action to begin to fill the vacant position on a permanent basis must be deferred for a lengthy period of time.

.42 Selection. Competitive promotion procedures are used in making a temporary promotion. Regular competitive procedures are used again if the position is subsequently to be filled on a permanent basis by promotion. An employee who has served on a competitive temporary promotion in the position is eligible to recompete, regardless of the duration of the temporary promotion.

.43 Duration. A temporary promotion may be made for one year or less, depending upon the need. *Exception:* Temporary promotion to replace a person assigned as a MAS Instructor are not time limited, but expire upon return of the Instructor to the regular assignment. Candidates for temporary promotion must be informed of the conditions relating to it, including the expected duration. Persons selected must be assured of return to their regular position when no longer needed in the temporary assignment, whether or not the expected period has ended. To avoid any misunderstanding at a later date, the following statement is obtained from any employee selected for temporary promotion:

> *I understand that my selection for the position of __________is temporary and that I will be returned to my present permanent position on termination of the temporary promotion.*

.44 Review and Extension. If the employee's services are still needed in the temporary assignment after the initial period expires, a review must be made to determine whether it actually is a temporary situation. If it is no longer a temporary situation, the position should be filled permanently. A temporary promotion may not be extended beyond a total of one year without prior approval of the RPMG or regional headquarters designee. No temporary promotion may last more than 2 years.

.45 Termination. Unless extended, a temporary promotion automatically terminates on the specified date. However, it may be terminated at any prior time at the discretion of management. The adverse action procedures do not apply when employees are returned to their regular position.

514.5 Vacancy File

For promotions made under competitive procedures, a vacancy file is established. (See 520 to 540 for the contents of the file and instructions for its maintenance.)

520 Bargaining Unit Positions

521 Filling Positions

521.1 General Requirement

The filling of bargaining unit positions through assignment, reassignment or promotion is subject to the applicable provisions of the appropriate collective bargaining agreement(s).

521.2 Restriction

Except as provided for excess employees and ill or injured employees in any applicable collective bargaining agreements, vacancies must be filled by promotion or reassignment within the appropriate craft and installation if qualified bidders or applicants, as applicable, are available. (See 216)

522 Part–Time Flexibles

Promotions to positions where full time employees and part-time flexible employees are authorized are usually to part-time flexible positions. A full time regular position is not normally filled by promotion, reinstatement, reassignment, transfer, or appointment if qualified part-time flexible employees of the same designation or occupational code are available for conversion to the position. Part-time flexible employees must be changed to full-time regular positions within the installation in the order specified by any applicable collective bargaining agreement.

523 Area of Consideration

The *area of consideration* is described in the appropriate collective bargaining agreement. If necessary, the area may be expanded as follows:

a. To other eligibles in other crafts at the same installation, then

b. To eligibles at other postal installations.

524 Posting

524.1 General

All vacant craft duty assignments that are not to be reverted must be first posted within the craft for filling in accordance with any applicable collective bargaining agreement. Bidders must meet all qualification requirements. When posting does not result in successful bidders or applicants, as appropriate, the assignment may be filled by assignment, change to full time, reassignment, promotion, reinstatement, transfer from another Federal Agency or appointment.

524.2 Entry Positions in PS-5 and Below

Entry level promotional opportunities to residual vacancies remaining after exhausting the bidding procedures outlined in 524.1 need not be posted; however, procedures must be developed locally to inform lower level employees about promotional opportunities and to arrange for appropriate in-service administration of examinations for employees who have not already qualified. Management's efforts should be directed toward encouraging employees to apply, and toward extending every opportunity for promotion to employees who are eligible, qualified, and available before recruiting from outside sources.

524.3 Senior Qualified PS Positions

Senior qualified positions must be posted for promotional opportunities in accordance with the provisions of the appropriate collective bargaining agreement.

524.4 Best Qualified PS Positions

Best qualified positions must be posted for promotional opportunity in accordance with the provisions of the appropriate collective bargaining agreement. This section does not cover those positions controlled by 524.3. The posting should:

a. Identify the position by title, number and grade level, and state the duties involved.

b. Include location and tour of duty and scheduled workweek.

c. Identify any existing qualification (If a qualification standard is published in Handbook P-12B, it must be used.)

d. State where to send applications, the date by which applications must be submitted, and where additional information can be obtained.

e. Specify that all applications must be in writing.

f. Specify that selection will be made from among the best qualified applicants who are eligible and available.

g. Designate craft, in accordance with provisions of applicable collective bargaining agreement.

h. Include a statement on equal opportunity.

i. Include a statement on prohibition of political recommendations.

525 Selection Procedures

525.1 General

.11 Application of Qualification Standards

.111 Eligibles promoted or reassigned at any level must meet the requirements of the position as described if a qualification standard is published in Handbook P-12B.

Handbook P-12B contains minimum standards which all candidates must meet.

.112 Many positions which are filled through the bidding procedure on a senior-qualified basis (e.g. Accounting Clerk, Bulk Mail Clerk, Personnel Clerk) have a qualification standard which differs markedly from the standards for entry level positions. Responsible officials must insure that successful bidders meet the minimum qualifications. The following notice should appear in the posting:

> *Employees bidding for this position are notified of the intention to use information contained in official records available as of the closing date of this posting to determine qualification. If available evidence of your qualifications is incomplete, please take action to provide us with the appropriate information to update our records prior to the closing date of this posting.*

.12 Senior Qualified Craft Positions. Seniority determines the relative standing of the career employee who is qualified and eligible to bid for such positions. Selections are made on the basis of seniority among those employees who meet the minimum qualifications.

.13 Best Qualified Positions. The qualifications of the eligible applicants are reviewed, compared, and ranked; on the basis of total qualifications, the best qualified eligible is identified and selected.

525.2 Evaluation

.21 Qualifications. In order to select employees, it is often necessary to evaluate the degree to which the employee meets the required qualifications. When a rated-application examination is prescribed for the position, the employee's application will be evaluated by NTAC. The qualifications consist of the qualification standard and any relevant selective factors that have been included in the posting. In cases where selection is being made to attend a course, the qualifications may be supplemented by any prerequisites included in the course description, or substitutions as specified.

.22 Evidence. The evaluation process consists of determining the degree to which each element of the qualifications is met. In making this determination, all pertinent evidence must be considered. Pertinent evidence may include interviews, supervisory appraisals, the written application specifying experience and training (after checking for accuracy), certificates of course completion (accompanied by the school catalog specifying course content when requested), examination results, personnel records, and any other evidence tending to show that the employee does or does not possess the required qualifications.

.23 Rating

.231 For each employee being considered, prepare a Form 1796, *Qualifications Rating,* listing all the relevant qualifications in column A. Any qualifications of unusually high importance should be indicated by placing an X in column B. The presence or absence of such qualifications should be of greater significance and given greater weight when evaluating how well the employee meets the overall standard. Lack of evidence of such a qualification is automatically disqualifying, as is any evaluation to the left of satisfactory on the form for qualifications of unusually high importance. When the Form 1796 has been prepared, all the available pertinent evidence is examined for each of the elements listed in column A, and a rating for that element entered on the form.

.232 Some examples are:

a. Applicants for Electronics Technician: element being marked = *knowledge of electronics:*

(*1*) *Candidate 1*—graduate of militry electronics school at head of class, 3 years military experience in electronics, attaining rank of E-5, high mark in examination: Rating—Superior.

(*2*) *Candidate 2*—successfully completed three PEDC courses in electronics with high scores, limited experience replacing tubes, transistors, capacitors, etc. in a TV shop, moderate to high mark in examination: Rating—Satisfactory.

(*3*) *Candidate 3*—no evidence of formal training, 5 years experience in an electronics development lab starting as stock clerk and advancing to technician assembling and checking experimental electronic equipment from specifications and drawings, moderate score on examination: Rating—Superior.

(*4*) *Candidate 4*—no evidence of formal training, no evidence of experience, high mark on examination: Rating—Potential.

(*5*) *Candidate 5*—no evidence of formal training, no evidence of experience, low examination score: Rating—Low.

b. Applicants for Maintenance Mechanic, MPE; element being marked—experience in performing the more complex troubleshooting of mechanical mechanisms:

(*1*) *Candidate 1*—graduate of vocational high school in mechanics (top third of class), 4 years experience in Postal Service starting as a mechanic helper and advancing after two years to general mechanic, frequently detailed to MPE work, has solved problems in own work as general mechanic which others had failed to solve, high supervisory appraisal, high examination score: Rating—Superior.

(*2*) *Candidate 2*—graduate of vocational high school in mechanics with average marks, 3 years experience in Postal Service starting as mechanic helper and advancing after two years to general mechanic, has done normal general mechanic work, average supervisory appraisal, average examination score: Rating—Potential.

(*3*) *Candidate 3*—graduate of military school in machinery repair, 3 years military experience mostly in clerical and supply functions in a repair depot, average score on examination: Rating—Potential.

(*4*) *Candidate 4*—no formal training in mechanics, 5 years Postal Service experience as general mechanic detailed during last 9 months to MPE work, has solved several complicated trouble shooting problems in the LSM, high supervisory appraisal for both general mechanic and MPE work, low examination score: Rating—Superior.

(*5*) *Candidate 5*—no formal training in mechanics, 5 years Postal Service experience as general mechanic, detailed during last 9 months to MPE work doing only routine lubrication and adjustment but no trouble shooting, low supervisory appraisal for MPE work, average appraisal for general mechanic work, low examination score: Rating—Low.

(*6*) *Candidate 6*—no formal training in mechanics, 5 years Postal Service experience as mechanic helper, average appraisal as mechanic helper, low examination score: Rating—Low.

(*7*) *Candidate 7*—no formal schooling, four years experience as general mechanic in the Postal Service, average supervisory appraisal, high examination score: Rating—Satisfactory.

(*8*) *Candidate 8*—no formal schooling, three years experience in food processing plant starting as maintenance helper and advancing to machinery repairman on complicated canning machines after 1 year, 6 months experience as distribution clerk in the Postal Service, average supervisory appraisal, moderate examination score: Rating—Satisfactory.

.233 When rated on each of the elements, the candidate is given a final rating on the overall picture presented by the individual element ratings in accordance with the instructions on the back of Form 1796. Completed forms should be maintained by the vacancy office for 2 years.

525.3 Ranking

.31 Determining Factor. If the position is one to be filled on a senior qualified basis, seniority is the determining factor in ranking qualified bidders. If the position is one to be filled by the best qualified applicant, the Forms 1796 must then be arranged in rank order and selection shall be made from among the best qualified candidates. Full documentation to support the decision, including a copy of the posting, qualification standard, evaluation, etc., must be maintained in the vacancy file.

.32 Method of Ranking. A recommended method of doing the final ranking is to ascribe numerical values to each of the columns in part C of the form. The values should be determined prior to the posting by mutual agreement among the personnel officer, the appointing officer, and the official responsible for the function to which the position is assigned. Extra weight should be given to the elements checked in column B. The values should be put in writing and become part of the documentation of the selection process. After all the elements for all the candidates have been evaluated, the numerical values previously established should be given for each mark in section C and the total computed. The candidates may then be ranked in order of score.

.33 Procedure for Senior Qualified. If the position is one to be filled by the senior qualified applicant, the preceding procedure is not necessary. The instructions on the back of the form provide a procedure to determine who meets the minimum qualifications for the position.

530 Initial Level Supervisor Positions

531 Policy

531.1 Positions Covered

Initial level supervisor positions covered by these policies and procedures are listed in Exhibits 530-A and B. In *rare* situations, local conditions may dictate that a position listed in the Exhibits may not be such at a particular installation. An installation head may submit a request for a position review; it must include documentation of the position status in the installation, and should be submitted through channels to the Regional Director, E&LR.

531.2 Methods

.21 General. Initial level supervisor positions, unless covered by the special situations listed in 532.1, are filled by the Profile Assessment System for Supervisors (PASS) or the Written Application procedures, to ensure consideration of the best qualified candidates.

.22 Exceptions. Deviations from initial level selection procedures may be appropriate in rare instances. An installation head may submit a request for an exception, in writing, through channels, to the APMG, Employee Relations, at Headquarters. The request must describe the need for the exception and propose an alternate procedure.

531.3 Present and Former Supervisors

.31 Supervisors. Present and former supervisors are employees who presently hold or formerly held a supervisor position listed in Exhibits 530-A or B, or covered by the 1974 or earlier Initial Level Supervisor Exams, or covered by earlier rated applications for initial level supervisor positions.

.32 Postmasters. Under these initial level supervisor selection procedures, postmasters in EAS grades A, B, C, D, E, 11, 13, and 15 (formerly NCD postmasters) are not considered as present or former supervisors. However, incumbent postmasters in these grades in post offices which are to be discontinued, may be reassigned to a supervisor vacancy, as provided in ELM 354.3.

.33 Reassignment Within Grade. In filling initial level supervisor positions, management retains the right to reassign a present or former supervisor noncompetitively, provided that the position to be filled is the same grade as the employee's present position. Such actions may be taken at any time, without regard to the selection sequence in 532.

531.4 The Profile Assessment System for Supervisors (PASS)

.41 Description. PASS is a method developed by the USPS for competitively selecting initial level supervisors. This system incorporates an assessment of potential supervisor ability by the prospective candidate and an assessment by the candidate's supervisor.

.42 Background. The development of this process began with interviews with field personnel (first and second level supervisors) who had demonstrated expertise in specific initial level supervisor jobs. Working with the Employment and Placement Division, Employee Relations Department, at Headquarters, these supervisors identified elements that are necessary for initial level supervisor jobs. These elements are based on knowledge, skills, or abilities which can be demonstrated on the job by craft and other employees. It is not an exhaustive list of elements necessary for the supervisor job, but does represent those most essential.

.43 PASS Families of Jobs. The initial level supervisor positions covered by PASS are divided into families of jobs. All of the positions within a family have similar functional responsibilities. There are 10 PASS families of jobs (see Exhibit 530-A for a list of positions covered by each family). These are:

a. Vehicle Maintenance.
b. Vehicle Operations.
c. Mail Processing Equipment Maintenance.
d. Building Equipment Maintenance.
e. Building Services Maintenance.
f. Maintenance Control.
g. Mail Processing Operations.
h. Station/Branch/Associate Office Operations.
i. Window Services.
j. Delivery and Collection.

.44 PASS Workbooks. Both the candidate and supervisor complete a separate, but identical, workbook assessing the elements identified as necessary for initial level supervisor jobs. There is a separate workbook for each family of jobs.

.45 PASS Ratings. Candidates are given one of three ratings: *excellent* demonstration of ability; *good* demonstration of ability; or *some* demonstration of ability. These ratings are based on the self-assessments and supervisor's assessments.

.46 PASS Candidate List. This is a list of names of persons who have completed a PASS workbook. The list is generated by NTAC and identifies the three categories of candidates: *excellent, good,* and *some* demonstration of ability. Candidate lists for a single installation normally consist of a card for each candidate, for ease in adding and deleting names and shifting them from active to inactive status. Candidate lists for organizations such as an MSC, district, or region are normally in sheet or page form, listing eligibles or candidates by installation. Candidate lists are arranged alphabetically. A candidate list is prepared and maintained for each of the PASS families. (See 535.)

.47 Sectional Review Board. The Board is composed of two technical reviewers and one reviewer from Employee and Labor Relations. The basic function of the board is to resolve differences between supervisors' and candidates' assessments. A secondary function is to review a random sample of all workbooks for verification of documentation. (See 534.)

531.5 Written Application

Written Application is the method for competitively selecting initial level supervisors for positions not included in the PASS families. This method also incorporates an assessment of potential supervisor ability by the prospective candidate and an assessment by the candidate's supervisor. The initial level supervisor positions covered by Written Application procedures are listed in Exhibit 530-B. There is no initial level supervisor candidate list generated by NTAC.

531.6 Advisory Panel

.61 General. Unless otherwise indicated in these instructions, an advisory panel must be convened to evaluate lower level present and former supervisors, PASS candidates, and Written Application candidates. The function of the advisory panel is to recommend the three best qualified candidates to the selecting official. There must be a minimum of five candidates before the advisory panel can meet.

.62 Exceptions. Requests for exceptions to these requirements must be submitted in writing, through channels, to the District Director, E & LR for approval.

532 Selection Sequence

532.1 Special Considerations

.11 General Policy. In filling initial level supervisor positions, it is Postal Service policy that full consideration be given to qualified employees in the following groups, in the sequence listed, before using other methods described in these instructions. Competitive procedures *do not* have to be observed in taking these personnel actions.

.12 Former Supervisors with Retreat Rights. Assignment of qualified former supervisors who were previously granted specific *retreat* (or return) rights to supervisor positions.

.13 Supervisors in Excess or Abolished positions. Assignment of qualified supervisors occupying excess or abolished positions, unless assignment is to a higher grade position.

.14 Others in Excess or Abolished Positions. Assignment of qualified nonsupervisory EAS (formerly PES) employees occupying excess or abolished positions, unless assignment is to a higher grade position. *Note:* Employees in this category must complete a PASS workbook or Written Application, for those families of jobs or other initial level supervisor positions, for which they wish to be considered, including positions at the same (or equivalent) and lower grades. Such employees are considered according to 532.23 and .25. (See ELM 354.)

.15 Former Supervisors in Lower Grades. Assignment of qualified former supervisors serving in lower grade positions than their previous grades or positions from which they were reduced without cause after March 3, 1973.

.16 Former Supervisors in Saved Grades. Assignment of qualified former supervisors serving in lower grade positions with a higher (saved) grade to supervisor positions at the saved grade (or an intervening grade).

.17 MAS Master Instructors. Reassignment or promotion of qualified MAS Master Instructors who are at or near completion of their 2-year assignment with the Postal Service Training and Development Institute (PST&DI). The gaining installation and PST&DI may request the SAPMG, Employee and Labor Relations, to waive the 2-year requirement when it is in the best interests of the Postal Service. RPMGs are provided current information on the qualifications and availability of all eligible MAS Master Instructors. Promotion without competition is limited to positions that are not more than three grades above the individual's permanent grade.

.18 Management Trainees. Reassignment or promotion of qualified management trainees and trainees in other service-wide or region-wide programs who have successfully completed their development programs. Each regional headquarters has current information on the qualifications of trainees assigned within that region.

.19 Present and Former Supervisors at Same and Higher Grades. The installation head must next consider present and former supervisors within the installation and from installations within commuting distance within the MSC, who are at the same grade and higher grades than the vacant position. The installation head is to give particular attention to reassignment opportunities that will enhance the career growth and potential of present and former supervisors at the same grade who are within that installation and from installations within commuting distance of the MSC. The selected employee must meet the qualifications standard for the position. *Note:* Present and former supervisors within the installation may only nominate themselves for consideration for a future vacancy with a different title and occupation code than the one they presently encumber.

532.2 Competitive Procedures

.21 General. When no qualified candidate is selected using 532.1, the installation head must then consider qualified employees in the following sequence. Competitive procedures *must* be followed in making selections from these groups.

.22 Lower Grade Present and Former Supervisors. Such supervisors within the installation and from installations within commuting distance of the MSC. When there are not at least five candidates, or the advisory panel cannot recommend three best qualified candidates, the installation head must consider 532.23.

.23 PASS Candidates Within Installation

.231 When there are not three best qualified candidates from 532.22, the installation head must consider *all* candidates from the *excellent* demonstration of ability category of the PASS candidate list.

.232 When there are not three best qualified candidates from the *excellent* demonstration of ability category and from 532.22, *all* candidates in the *good* demonstration of ability category must be considered.

.233 The advisory panel recommends three best qualified candidates to the selecting official, after considering a minimum of five candidates. The panel must also consider candidates from 532.22 if there were not at least five candidates from that step or the panel could not recommend three best qualified candidates. When there are not at least five candidates or the panel cannot recommend three best qualified candidates, the installation head must consider 532.24.

.24 PASS Candidates from Other Installations

.241 When there are not three best qualified candidates from 532.22 and 532.23, the installation head (with prior consultation with the sectional center manager) must consider candidates from the *excellent* demonstration of ability category from the PASS initial level supervisor candidate list of other installations that are within commuting distance within the MSC.

.242 When there are not at least five candidates from the *excellent* demonstration of ability category from the candidate lists of all installations within commuting distance, candidates from the *good* demonstration of ability category from other installations within commuting distance must be considered.

.243 The advisory panel recommends three best qualified candidates to the selecting official, after considering a minimum of five candidates. The advisory panel must also consider candidates from 532.22 and 532.23, if there were not at least five candidates from those steps, or the panel could not recommend three best qualified candidates.

.25 Written Application Candidates. When the position to be filled is covered by the Written Application procedures, and no qualified candidate is selected using 532.19 and 532.22, the installation head must consider, in sequence:

a. Written Application candidates with the installation.

b. Written Application candidates within the MSC.

532.3 Expanding Area of Consideration

.31 Procedures. To obtain additional candidates, the area of consideration may be expanded beyond commuting distance within the MSC. The area is expanded if there are fewer than five candidates, or if the advisory panel cannot recommend to the installation three best qualified candidates, or if the selecting official does not select from among the three recommended candidates. The area of consideration is expanded in the following sequence, with the approval of the next higher level of management: MSC-wide, district-wide, region-wide, Service-wide.

.32 Exception. When a Written Application announcement produces fewer than five qualified applicants from the commuting area in which the vacancy is located, the installation head may limit consideration to those qualified applicants in lieu of expanding the area of consideration.

532.4 Relocation Policy

Initial level supervisor positions are normally filled by postal employees within commuting distance of the installation with the vacancies. Exceptions that involve relocation expenses (when the area of consideration is expanded beyond commuting distance) must also be approved by the RPMG (for field employees) or by the SAPMG, Employee and Labor Relations (for other postal employees).

533 Application Procedures

533.1 Special Eligibility Provisions

.11 Coverage. Employees assigned to the following units may apply for initial level supervisor positions or PASS families of jobs at an MSC office or independent facility reporting directly to a district within the geographic area of the unit where they are working:

a. Headquarters, regional or district offices.

b. Regional supporting facilities (e.g., Field Real Estate and Buildings Offices, Transportation Management Offices) or Headquarters ASFs (e.g., Area Supply Centers, Mailbag Depositories, Mail Equipment Shop).

c. Inspection Service units.

.12 Procedures. For information regarding initial level supervisor announcements in such offices, it is the employee's responsibility to contact the installation head of the MSC or independent facility concerned. Employees are to follow the application procedures specified in the announcement for the particular family of jobs (PASS procedures) or specific position (Written Application procedures) for which they want to be considered.

533.2 Self-Nomination by Present and Former Supervisors

.21 Procedures. Interested present and former supervisors who want to be considered for a specific initial level supervisor position (e.g., Supervisor, Maintenance, MPE) or a PASS family of jobs (e.g., Mail Processing Operations) must submit an application to their installation head, or to the installation head of other postal installations within commuting distance within their MSC. Applications may be submitted at any time.

.22 Applications. A separate application must be submitted for:

a. Each specific initial level supervisor position or PASS family of jobs being sought;

b. Consideration under 532.19;

c. Consideration under 532.22; and

d. Each postal installation within commuting distance within the MSC where the applicant wants to be considered.

.23 Documents to Submit. The applicant must submit the following documents for each position:

a. Letter of interest stating the specific initial level supervisor position or PASS family of jobs for which the applicant wants to be considered;

b. Form 5940, *Biographical Data Summary,* completed by the applicant.

c. Form 5942, *Estimate of Potential for Initial Level Supervisor Position,* completed by the applicant.

d. Form 5942 completed by the applicant's supervisor. (A copy of supervisor's Form 5942 is made available to the employee on request.)

.24 Present and Former Supervisor File

.241 Each installation head keeps a file for all candidates. When a vacancy occurs, the installation head ensures that the present and former supervisors in the file are considered. This file is kept under the following categories:

a. Present and former supervisors applying for positions at the same and/or lower grade than their present position. *Note:* The installation head is not limited to considering only those candidates in this file (see 531.33).

b. Present and former supervisors applying for positions at a higher grade than their present position. *Note:* the installation head considers only present and former supervisors whose applications are in this file.

.242 Candidate applications are to be kept for two years from the date of application.

533.3 Positions Filled by PASS and Written Application

.31 Eligibility to Apply. All employees with at least one year of postal career service are eligible to complete a PASS workbook or a Written Application. All career service, continuous or noncontinuous, is qualifying. Employees may not apply for more than two PASS families of jobs; they may apply for as many Written Application positions as they wish.

.32 Installations' Responsibility

.321 The MSC or independent facility reporting directly to a district is responsible for administering PASS. The MSC may give the associate office the authority to reopen PASS families of jobs as needed. All installations (MSCs and their associate offices, BMCs, and independent facilities reporting directly to districts) maintain their own candidate lists. MSCs also maintain a composite MSC candidate list for each family of jobs. This composite candidate list consists of all candidates from each installation within the MSC.

.322 If employees apply for PASS families which do not exist within their installation, they are placed on the composite MSC candidate list.

.323 All MSCs and independent facilities reporting directly to districts are to announce to all eligible employees the PASS families of jobs existing within their jurisdiction.

.324 All installations administer the Written Application procedures at the time of a vacancy within their installation, for initial level supervisor positions not included in a PASS family.

.325 An associate office, MSC, or BMC can reopen the PASS procedures with approval from the next higher level of management. It is the option of the next higher level of management to either permit reopening of the PASS procedures or direct the canvassing of candidate lists from offices within commuting distance within the MSC.

.33 Announcements. Announcements for all PASS families or Written Application procedures must be posted for 14 consecutive days. A PASS announcement covers all supervisor positions within a particular family. All announcements are ordered from NTAC using Form 5936, *Requisition for Initial Level Supervisor Selection Materials.*

.34 Application Process

.341 General

a. Employees who want to participate in a posted announcement for initial level supervisor jobs are required to complete Form 5940, and a workbook or Form 5942, as specified in the announcement. A separate workbook and Form 5940 are required for each PASS family of jobs. A separate Form 5942 and Form 5940 are required for each specific position announced under Written Application procedures.

b. To start the process, employees complete Form 5944, obtained from their installation head or designated office within the installation. The installation then orders the required number of workbooks, Forms 5942, and Forms 5940 from the MSC which orders them from NTAC. When the materials are received, the installation distributes them to the candidates. The installation head or designated office informs the candidates of the last day the workbooks or Forms 5942 may be returned. This can be done by stamping the due date on the cover of the workbook or Form 5942.

c. Both candidate and supervisor assessments are based on the same criteria; i.e., knowledges, skills, and abilities required for the supervisor position.

.342 Self-Assessment

a. Candidates normally have 2 weeks to complete their workbooks or Forms 5942. They may complete them at home or in the PEDC or other location of their choice. Since this activity is directed toward self-advancement, paid hours are not allowed. Candidates may seek the assistance of others (except the supervisors) in completing the materials. However, if there is deliberate misrepresentation of information, a candidate can be disqualified from further consideration, or appropriate action can be taken for falsification of official information.

b. Candidates return the materials and completed Forms 5940 in person to the designated office. Any candidates whose workbooks or Forms 5942 are incomplete at close of business on the last day are not considered.

c. Candidates also hand in a self-addressed P-203 envelope.

.342 Supervisor Assessment

a. General Requirements. Supervisors of candidates who have applied for PASS or Written Application are required to assess the candidates by completing an identical workbook or Form 5942. The installation head or designated office distributes workbooks or Forms 5942 to supervisors only after the candidates have returned theirs to the designated office. The supervisor does not have access to the candidate's workbook or Form 5942. Supervisors have 3 weeks to complete the material. Since this activity is part of the supervisor's job, paid hours are allowed.

b. Approval. The supervisor's immediate manager must indicate approval of the supervisor's assessment by (1) initialing the workbook next to the supervisor's name, or (2) signing Form 5942 in the space provided.

c. Returning Materials. Supervisors return their workbooks or Forms 5942 in person to the installation head or designated office.

d. Responsibility. The candidate's immediate supervisor is responsible for seeing that the supervisor workbook or Form 5942 is completed, even if the candidate is applying for a job outside the present functional area. If supervisors do not have enough knowledge about the candidate to make a fair assessment, they are responsible for consulting with others, e.g., the candidate, PEDC manager, or other supervisors.

e. Acting Supervisors. Acting supervisors (i.e., persons whose regular positions are nonsupervisory) are not to assess a candidate. The next higher level of management must complete the workbook or Form 5942.

f. No Supervisor. If a candidate has no definite supervisor, the functional director must assign an appropriate supervisor or manager knowledgeable about the candidate, to complete the workbook or Form 5942.

533.4 PASS Provisions

.41 Assessment

.411 Workbooks. The workbooks list the elements of the job. For each element, there are three statements which describe three levels of work performance. Candidates and supervisors are asked to read each element and the three statements following it, and decide which statement best describes the candidate's job performance.

.412 Completeness of Information. Both candidates and supervisors must provide thorough and accurate written incidents (examples), in the spaces provided, for the assigned check marks and circled statements. Merely marking statements in the workbook does not provide adequate information for accurate evaluation. If supervisors consult with others (candidate, PEDC manager, or other supervisors), these references must be identified as such in the workbooks.

.413 Transfer of Responses. Once the candidate and supervisor have separately completed these workbooks, they transfer their responses to a machine-readable answer sheet, which is provided when they return their workbooks to the designated office.

.42 Review and Verification. These answer sheets are sent to NTAC, where the candidate's responses are compared to the supervisor's responses. Results are sent to a sectional review board which reviews the workbooks and resolves any differences between the candidate's and supervisor's responses. The sectional review board also verifies the examples given to support the statements.

.43 Candidate List. Candidates' names are then placed on a candidate list. When a vacancy occurs, an advisory panel convenes and recommends three best qualified candidates to the selecting official for final selection.

.44 Pre-supervisory Training. PASS does not eliminate local pre-supervisory training programs for employees on the candidate lists, as long as these programs do not conflict with PASS procedures.

.45 Orientation Program. Candidates may take a self-study orientation program, *PASS Employee Orientation,* #25505-00, available through the PEDC.

.46 Supervisor Orientation Program. Supervisors may take a self-study orientation program, *PASS Management Orientation,* #21577-00, available through the PEDC.

533.5 Administration of Procedures

.51 Responsibilities for PASS Materials

.511 When workbooks are returned by candidate and supervisor, the installation head or designated office within the installation (e.g., E&LR) identifies the workbook as candidate's assessment or supervisor's assessment, by circling the candidate's or supervisor's name on the cover. The original Form 5944 is destroyed and Form 5940 is inserted in the workbook, and kept with the workbook. All answer sheets are completed in person by the candidate or supervisor making the assessment.

.512 The designated office checks all answer sheets for accuracy of social security number, finance number, and circled statements. Be sure all elements in the lower section of the right hand page of the answer sheet have an indicated response and correspond to those circled in the workbooks. Workbooks and answer sheets are sent to the MSC.

.513 The MSC or independent facility reporting directly to the district maintains the workbooks and forwards both candidates' and supervisors' answer sheets to NTAC. MSC and independent facilities reporting directly to the district are the only offices authorized to correspond with NTAC. If an announcement is MSC-wide all answer sheets (both candidates' and supervisors') for the family or families of jobs announced must be returned together. In other announcements, only answer sheets from the offices covered by the announcement need to be batched together. Return the answer sheets in a single package, following the instructions on the Form 5943, *PASS Transmittal Checklist.*

.52 Administrative Materials from NTAC. The following materials are ordered only by MSCs or independent facilities reporting directly to the district, from NTAC, using Form 5936, *Requisition for Initial Level Supervisor Selection Materials:*

a. Form 5938, *Postmaster Selection of Employees for Initial Level Supervisor Positions.*

b. Form 5936.

c. Form 5944, *Application for PASS,* and PASS brochures.

d. Form 5934, *Sectional Review Board Resolution of Ratings.*

e. P-203 envelopes.

f. "X" Label 32-B labels to mail materials to NTAC.

g. "X" Label 32-C return labels for NTAC to mail materials.

h. Announcements.

i. Form 5939, *PASS Initial Level Supervisor (Candidate) Answer Sheet.*

j. Form 5937, *PASS Initial Level Supervisor (Supervisor) Answer Sheet.*

k. Workbooks.

l. Form 5943, *PASS Transmittal Checklist.*

.53 Administrative Materials from Supply Centers. The following administrative materials are ordered from area supply centers only by MSCs and independent facilities reporting directly to the district:

a. Form 5940, *Biographical Data Summary.*

b. Form 5941, *Supplemental Factor Documentation.*

c. Form 2510-A, *Interview Checklist.*

d. Form 2510-B, *Composite Interview Appraisal.*

e. Form 2508-A, *Advisory Panel Composite Evaluation Worksheet.*

f. Form 2508-B, *Advisory Panel Summary Worksheet.*

g. Form 2508-C, *Advisory Panel Recommendations to the Installation Head.*

h. Form 5942, *Estimate of Potential for Initial Level Supervisor Position.*

.54 Filing of Application Materials

.541 All PASS application materials are filed at the MSC and independent facility reporting directly to the district, by family of jobs. The Written Application forms are filed at the installation with the vacancy, by title of the vacancy.

.542 Form 5940 should be attached to Form 5942 or enclosed within the workbook. File workbooks and Form 5942 alphabetically by candidate's last name within the family of jobs (PASS procedures), or by title of position (Written Application procedures). Also place in this file a copy of the announcement and the sectional review board file (after the board completes its work).

.543 All application blanks for workbooks (Forms 5944) must be destroyed when workbooks are returned.

.55 Control of Application Materials

.551 When workbooks are released from the MSC to be used by a sectional review board or an advisory panel, a log-out card must be placed in the file indicating which workbooks have been removed and where they are located. If more than one installation requests the same workbooks, the installation that will be using them first should receive them first, then forward them to the second installation. Write this on the log-out card. Neither the PASS workbooks nor any sections from the workbooks may be duplicated once they have been completed by the candidate or supervisor.

.552 Under no circumstances may sectional review board members, advisory panel members, or other persons make remarks, comments or notations in workbooks or other application material.

534 Sectional Review Board

534.1 Purpose

The sectional review board resolves differences between candidates' and supervisors' ratings in the PASS workbooks.

534.2 Appointment

.21 Notification. Sectional review board members are appointed by the installation head of the MSC or independent facility reporting directly to the district, within 6 weeks after the announcement is opened. The SC manager or installation head notifies the board members of their appointment by letter.

.22 Requirements. The permanent position of members of the board must be at least at the same grade or organizational level as the positions in the family of jobs being considered. A candidate's supervisor, or other person who directly assessed the candidate by completing a workbook, cannot be a member of the board. If one of the appointed technical experts does not have the job title in the functional area being reviewed, then the installation head must provide documentation for the file stating why this person is functionally qualified. (e.g., the person may have previously held a position in the PASS family under consideration or the person may now hold a higher level management position directly responsible for the positions in that family of jobs.) Each member of the board must fill out Form 5940, *Biographical Data Summary*, Sections I and III.

.23 Multiple Boards. It may be necessary to appoint more than one board for one family of jobs when the number of applicants is extremely high. A person may not serve on both the sectional review board and the advisory panel for the same announcement and family of jobs, if any of the candidates to be considered by the advisory panel was also reviewed by the sectional review board.

534.3 Function

.31 Purpose. The primary purpose of the sectional review board is to resolve differences between the candidate and supervisor ratings for positions within the sectional center. The board is also responsible for auditing a random sample of supervisor and candidate workbooks. See 534.5.

.32 Composition. The sectional review board is composed of three members: two technical experts and one E&LR representative. The technical reviewers must have specific functional knowledge of the positions within the PASS family of jobs, so they can recognize and determine if documentation is appropriate and relevant. The E&LR representative facilitates the resolution of element differences when the technical experts are at an impasse, but never makes the final decision on an element resolution. Most importantly, the E&LR representative ensures that the technical reviewers thoroughly document the reasons for their decisions.

.33 Membership. The members of this board should come from the MSC or independent facility reporting directly to the district where the positions exist. However, the MSC manager might sometimes have to get board members from another MSC within the district.

.34 Information Control. The resolution and auditing information discussed during the meeting of the sectional review board is confidential. Board members should be discreet about matters discussed during the review process. Documentation of the decisions made by the board will be recorded and kept on file.

534.4 Training

The sectional review board is to receive approximately four hours of training before meeting to resolve the differences between candidate and supervisor ratings. It is recommended that this training take place within one week before the work session. Materials for the sectional review board training, e.g., 16mm film, sectional review board instructor's guide, or sectional review board exercise books, can be ordered from NTAC using Form 5936. After the initial training sessions, the film, instructors' guides, and extra exercise books (if any) are retained by the MSC.

534.5 Procedures

.51 Assessment Profile. After receiving the machine readable answer sheets from supervisors and candidates, NTAC sends to the sectional review board the Assessment Profile for the Sectional Review Board materials. These are computer printouts which provide a profile of the elements with differences in ratings, or a profile of candidates who are being audited.

.52 Responsibilities

.521 Resolving Discrepancies

a. The board resolves discrepancies between ratings of elements by the supervisor and candidate and returns the results to NTAC. (The sectional review board does not assign the final categories.) This resoultion can be accomplished by:

(*1*) Reviewing the incidents (examples) in both the candidate's and supervisor's workbooks and comparing them to the benchmarks and incidents provided in the Sectional Review Board Guidelines, to see if they truly support the level of ability indicated.

(*2*) Obtaining further documentation to certify that the incidents support the level of ability indicated.

b. In determining a final rating for each element, the review board rates only on the achievement (knowledges, skills, abilities) presented in the responses rather than on how well the applicants express themselves. Emphasis is to be placed on the content of the statements rather than on the writing ability, grammar, and spelling of the responses, unless the element is such that it should measure these qualities (e.g., effective communication). Also, an achievement in a postal job-related setting is not necessarily better than an achievement in other settings.

.522 Verifying Ratings

a. The board verifies candidate/supervisor ratings on profiles which are randomly selected by NTAC for audit. This is a review of selected workbooks for compatibility of incidents supplied versus level of achievement. This is done by comparing the supplied incidents in the Sectional Review Board Guidelines. The board is to review every element whether or not there is a discrepancy between candidate and supervisor ratings, and make appropriate adjustments. In addition, they are to follow the procedures described in 534.521.

b. This verification function is to ensure the integrity of the information provided by supervisor and candidate. If there is evidence that a candidate is deliberately misrepresenting information, that candidate can be disqualified, or other appropriate action taken for falsification of official information. If there is evidence that a supervisor is deliberately misrepresenting information, the installation head is informed, or other appropriate action taken for falsification of official information.

.523 Returning Results to NTAC. The Review board returns the resolved differences to NTAC on Form 5934, *Sectional Review Board Resolution of Rating.*

534.6 Documentation

.61 Sectional Review Board File. The sectional review board is responsible for documenting its decisions regarding the differences in element evaluations. This documentation will be written on the Assessment Profile for the Sectional Review Board. (See 534.72). The sectional review board must prepare a sectional review board file which will include:

a. Assessment Profiles for the Sectional Review Board.

b. Biographical data summary forms for each member of the board.

c. Documentation from the MSC manager, if a member of the board does not have a job title of the functional area being considered.

.62 Restrictions. Under no circumstances may review board members or other persons make remarks, comments, or notations in workbooks or other application materials. In addition, no information gathered by the sectional review board is to be discussed outside of the board's meetings.

.63 Control of File. This file is kept at the MSC. Sectional review board files are filed by the title of the family of jobs under consideration. They are filed in the same location as the candidates' and supervisors' workbooks for the particular family of jobs (see 533.54). Dispose of the files at the end of 2 years from the date that the candidate list was drawn up; however, the Assessment Profile for the Sectional Review Board for all candidates reviewed must be placed in the candidates' workbooks.

534.7 Materials for Sectional Review Board

.71 Guidelines

.711 These guidelines are issued for the functional area being reviewed. They are restricted material and must be safeguarded accordingly. All Sectional Review Board Guidelines are *confidential* and are accountable documents. They should be handled with utmost care at all times to make sure that they are seen only by authorized persons.

.712 All persons having access to any guidelines are responsible for treating in confidence any information available to them about the content of the guidelines.

.713 E&LR personnel are responsible for securing proper storage equipment and for enforcing necessary security measures to assure that Sectional Review Board Guidelines are properly handled, processed, accounted for at all times, and used only for the purpose for which they are intended.

.714 When an MSC or independent installation reporting directly to a District receives these guidelines, the number should be verified, within one working day, with the figure on the invoice, and any discrepancy reported to the NTAC. Guidelines can be obtained from NTAC using Form 5936. They *must* be returned to NTAC as registered mail when the sectional review board's work is completed, and must not be reproduced for local retention.

.72 Assessment Profile. This is a computer printout for a candidate, listing the elements that have rating differences. The sectional review board will also receive profiles of candidates who are to be audited. Printouts for both discrepancy and audit review will be sent to the MSC from NTAC.

.73 Sectional Review Board Resolution of Rating (Form 5934). Form 5934 is a machine readable form which the sectional review board uses to report element resolutions to NTAC. This form can be obtained from NTAC.

.74 Biographical Data Summary (Form 5940). In addition to the workbook, each candidate completes a Form 5940. This form contains a summary of the candidate's relevant work experience and training. Form 5940 is to be kept with the candidate's workbook.

.75 Access to Official Files. Sectional review board members are not to be given copies of official files nor have access to official files. Their role is to ask questions of the appropriate people and be given information orally.

534.8 Disposition of Workbooks

All workbooks are maintained at the MSC or independent facilities reporting directly to the districts (see 533.54). Workbooks must be destroyed 2 years after one of the following occurs:

a. The candidate is removed from the candidate list.

b. The candidate becomes a supervisor.

c. The candidate updates the workbook by completing another one for the same family of jobs during a future announcement. (The old workbook is retained for 2 years after completing the new one.)

d. The candidate withdraws from the candidate list.

e. The candidate no longer is an employee of the Postal Service.

f. The candidate has been a party to a selection action. *(Exception:* If the candidate was not selected and a, b, c, d, or e do not apply, *do not* destroy the workbook.)

535 PASS Candidate Lists

535.1 Type and Distribution

.11 Alphabetical Candidate List. NTAC provides alphabetic candidate lists to the MSC and independent facility reporting directly to the district for each family of jobs. The alphabetic candidate list is a locater file which also serves as a record or index of everyone who participated.

.12 Notice of Rating Cards. Candidate lists, in the form of Notice of Rating Cards (see 535.2), are distributed by the MSC to the installations of employees who participated in PASS. The notice of rating card (employee's copy) is issued to the employee. Sectional center offices receive printouts of all candidate lists from all installations in their area, and card candidate lists from installations which do not have authorized positions appropriate to a PASS family of jobs.

535.2 Notice of Rating Cards (Forms 2465–A, B, & C)

.21 Use of Forms. Each MSC and independent facility reporting directly to the district receives three copies of Form 2465, *PASS Profile Assessment System for Initial Level Supervisors*, and forwards them to the appropriate installation. Each form is identical except for designation: employee copy—2465–A, alphabetical copy—2465–B and rating copy—2465–C. If, for an unforeseen reason, an individual's rating is held up (for example, for lack of information of the sectional review board) the employee should also receive a rating card from the MSC, stating that at this time the rating has not been determined and the reason(s) why.

.22 Alphabetical Card. The Forms 2465–B are arranged in alphabetical order and are retained by the installation head.

.23 Rating Card. The rating copies (Forms 2465–C) are arranged by rating category; i.e., *excellent* demonstration of ability, *good* demonstration of ability, and *some* demonstration of ability, and are arranged in alphabetical order within each category. The rating copy is also retained by the installation head.

.24 Rating Cards—No Authorized Complements. Installation heads who receive candidate list cards for employees at their installations for positions unauthorized at their installations are to forward these cards to their sectional center mangers.

.25 Candidate Lists from Reopened PASS Announcements. Candidate lists from reopened PASS announcements are merged with the existing list for a particular family of jobs. At the time of a reopening, employees on the candidate list who do not want to recompete but do want to provide current job related information may update their PASS records by submitting a new Form 5940 to their MSC. In such cases, the individual's rating is not changed. Employees on a candidate list for a particular family of jobs who reapply for that family will be given the most current rating.

.26 Disposition of Supervisor Candidate Lists. PASS procedures require that each family of jobs existing within the MSC be reopened to all employees in each installation every 2 years. However, the candidate list can become exhausted before the 2–year limit. The 2 years is calculated from the date the last active candidate list was established for a particular PASS family. This date is indicated on the printout prepared by NTAC. A supervisor candidate list can be terminated at the direction of USPS Headquarters.

.27 Sectional Center Candidate Lists. In addition to notice of rating cards for the sectional center office, sectional center managers receive printouts of each candidate list sent to each associate office and BMC in their jurisdiction. On request, the sectional center manager may give an installation within the MSC a copy of the candidate list from other installations, when there is a vacancy to be filled. (See section 532.24.)

535.3 Verification of Candidate Lists

.31 Purpose. A verification must be made immediately when the candidate lists are received. The verification must be made before distribution of the notice of rating cards, and should be completed within 5 working days. The purpose of the verification is to delete noneligibles from the candidate lists, correct any other discrepancy, and to adjust the candidate lists accordingly.

.32 Ineligible Employees. An ineligible employee is one who has not completed one year of career postal service by the date the announcement closes.

.33 Unknown Employees. Notice of rating cards for employees unknown to installation heads are removed and sent to the MSC, which in turn mails them to NTAC.

535.4 Distribution of Employees' Notice of Rating

When candidates return the PASS workbooks to the installation, they are required to self-address a P–203 envelope. Installation heads keep the envelopes and arrange them in alphabetical order pending receipt of the employees' notices of rating. After the employees' notices of rating Forms 2465–A are audited and adjusted, they are placed in the pre-addressed envelopes and mailed. When placing the cards in the envelopes, take care to assure that the correct card is in the correct envelope. If the installation head does not have the pre-addressed envelopes, new P–203 envelopes must be addressed for mailing. *Do not* use window envelopes.

535.5 Nonreceipt of Notice of Rating Cards

If an installation in which PASS was administered does not receive the notice of rating cards or individual employees' cards, the installation head must immediately notify the MSC. The MSC will notify NTAC in writing, giving the number and name of the PASS family and the names of the individuals who participated. On claim of nonreceipt of a notice of rating, the installation head must check the candidate's PASS workbook or Form 5940, to verify that the employee did participate in PASS.

535.6 Employee Inquiries

Employees must make all inquiries concerning their PASS category on the candidate list, eligibility, etc., directly to their installation head or personnel office. They must not send their inquiries directly to the district, region, Headquarters or NTAC. If installation heads cannot resolve the problem, they forward the inquiry to the MSC or independent facility reporting directly to the district, which will in turn send the inquiry to NTAC.

535.7 Movement of Employee Between Post Offices

When an employee is relocated (with or without a change in level) to another post office or mail handling facility, the installation head at the losing installation notifies the sectional center manager, when appropriate, and forwards the notice of rating cards for the employee to the head of the gaining installation. The sectional center manager deletes the employee's name from the sectional center candidate list when the employee is reassigned to another MSC. The gaining installation files the employee's rating copy(ies) according to the employee's category. The gaining installation also informs the gaining sectional center of the employee's rating(s), when the employee transfers to another MSC. The gaining sectional center manager enters the employee's name and rating(s) on the appropriate sectional center candidate list in the appropriate category.

536 Supplemental Factors

536.1 Definition

Supplemental factors are used in rare instances when local conditions call for them. Supplemental factors are factors other than those elements used in the basic assessment that may be considered in making qualifications evaluation for a particular vacancy. A supplemental factor is a knowledge, skill, or ability essential for satisfactory performance in a specific office on a specific job. As such, it represents an addition to the basic elements for a particular position; it is a requirement which could be reasonably included as a minimum qualification requirement in an announcement for a specific position. For example: A specific position requires extensive travel within commuting distance of the office. *Driving ability,* in this case, could be a supplemental factor.

536.2 Identifying Supplemental Factors

Supplemental factors must indicate those knowledges, skills, or abilities considered essential to produce a list of candidates capable of performing the duties of the position satisfactorily. Properly framed and justifiable, supplemental factors should represent minimum acceptable qualifications for the job. Their appropriateness should be evaluated by the following criteria:

a. They reflect the duties and responsibilities of the job. For example: Because some of the candidates may possess high level degrees, you *could not* justify a master's degree as a supplemental factor for a supervisor of Building Equipment Maintenance. You *could* request maintenance training experience on the specific equipment that will be supervised by that position.

b. Taken as a whole, supplemental factors must not establish an unreasonably high standard for the position. For example: If it is evident that other candidates could perform satisfactorily after a customary training period, the supplemental factors are not justifiable. You could justify mail acceptance experience and/or knowledge for a supervisor who would be supervising second-class mail acceptance in a station.

536.3 Documenting Job Relatedness

.31 Job Relatedness. Before using supplemental factors, the selecting installation must ensure that sufficient documentation of the knowledges, skills, and abilities identified is available to allow clear determination of job relatedness. For example, the ability to type might be a helpful skill to possess but it is not an essential element for a foreman of delivery. On the other hand, the ability to make route adjustments could be an essential element.

.32 Critical Performance. The documentation of supplemental factors must show that the particular knowledges, skills, and abilities being used as supplemental factors will enable the candidates to perform critical job duties that they would not otherwise be able to do in a satisfactory manner. For example: If it is essential for an overhaul team foreman to transport heavy and expensive equipment from facility to facility, you might use the supplemental factor of *safe driving ability.*

.33 Essentiality. The documentation should indicate how essential these factors are to the performance of the job, as well as to the cost impact on the Postal Service. The documentation should also include examples of experience, education, work products, etc., that will be acceptable as evidence that a candidate possesses the supplemental factor. For example: In the case of a position which requires driving ability, you would indicate in your documentation the need for driving ability in that position, and state specifically what you would accept as evidence (i.e., a state license, a government license, or a license for a specific weight vehicle).

.34 Records. In all cases where supplemental factors are used, offices must retain records documenting the reasons for their use as well as the measuring criteria. The documents should be annotated and signed by the installation head and the Regional Director, E&LR to show that the factors were analyzed and that a judgment was made regarding their acceptability.

.35 Files. The annotated and signed documents should then be filed at the selecting installation. To support job relatedness, the documentation should be kept for a period of 2 years from the time it was used for a selection.

536.4 Procedures for Using Supplemental Factors

The installation head or designated office must give all candidates in the top category an opportunity to provide information regarding their knowledges, skills, or abilities concerning the supplemental factor(s). Form 5941, *Supplemental Factor Documentation,* is used for this purpose. Copies of Form 5941 are provided the advisory panel as a resource in their decision making process.

537 The Advisory Panel

537.1 Function

The panel's function is to recommend to the selecting official a list of the three candidates who are best qualified for a particular position. Detailed instructions for advisory panels are included in Appendix A.

537.2 Composition

.21 Qualifications. The advisory panel is appointed by the installation head. The panel consists of at least three supervisors or managers, including one representative from the E&LR function and one representative from the function corresponding to the supervisor position to be filled. Whenever possible, at least one member is to be a woman or a minority employee. At least one member is from a different postal installation. In order to meet these requirements, the installation head requests assistance from the next higher level of management.

.22 Restrictions. A person who served on the sectional review board for a particular family of jobs and under the same announcement may not be a member of the advisory panel, unless none of the candidates who are to be reviewed were reviewed by the sectional review board. Also, a person who has assessed a candidate by completing a workbook or Form 5942 may not be a member of the advisory panel.

.23 Grade or Organizational Level. The permanent position of members of the advisory panel must be at least a) at the grade level of the position under consideration; or b) at the same organizational level (i.e., in an initial level supervisor position listed in Exhibit 530–A or B) as the position under consideration.

.24 Exceptions. An exception to these procedures may be made by the district manager when the installation head is unable to locate another qualified supervisor or manager to serve on the panel. The reasons for making the exception must be fully documented.

537.3 Procedures—Lower Grade Present or Former Supervisors

.31 Selection. The installation head gives the panel the list of names and Forms 5940 and 5942 and the Official Personnel Folder (OPF) for each present and former supervisor who is a candidate. The advisory panel reviews all available information and, using the qualification standards for the position under consideration, recommends three best qualified candidates to the selecting official. The advisory panel is not permitted to recommend candidates in order of preference (rank-order). Recommendations are submitted in alphabetical order of the candidates' last names, with no indication as to order of preference. The selecting official may select any candidate recommended by the advisory panel.

.32 Nonselection. If the selecting official does not select from among the three recommended candidates, the installation head notifies, in writing, the next higher level of management (e.g., sectional center manager or district manager) of the reasons for nonselection and requests authority to expand the area of consideration.

537.4 Procedures—PASS and Written Application Candidates

.41 General. The installation head forwards to the advisory panel the workbooks or Forms 5942, Forms 5940, and OPFs of all candidates under consideration. When a position within a PASS family of jobs is being considered, the advisory panel is provided copies of the Assessment Profile for Sectional Review Board (if any) for candidates under consideration.

.42 PASS Procedures

.421 The installation head provides the advisory panel with the list of candidates, including lower grade present or former supervisors when there were not five candidates from the procedures of 532.22 or when 532.22 did not yield three best qualified candidates.

.422 The advisory panel first considers all candidates in the *excellent* demonstration of ability category, and recommends three best qualified candidates to the selecting official. If the advisory panel is unable to recommend three candidates from the *excellent* category, it also considers all candidates from the *good* demonstration of ability category. The advisory panel is not permitted to recommend candidates in order of preference (rank-order). Recommendations are submitted in alphabetical order of the candidates' last names, with no indication as to order of preference. The selecting official may select any candidate recommended by the advisory panel.

.423 If the selecting official does not select from among the three recommended candidates, the installation head notifies the next higher level of management (e.g., sectional center manager or district manager), in writing, of the reasons for nonselection, and requests authority to expand the area of consideration to include in this sequence:

a. Other candidates within the installation from the *excellent* category or the *good* category when there is not a sufficient number of candidates in the *excellent* category.

b. Candidates from the *excellent* category from the candidate list of other installations within commuting distance; or

c. Candidates from the *good* category from the candidate list of other installations within commuting distance.

.43 Written Application Procedures

.431 When there are at least five candidates, the advisory panel reviews the Forms 5942 for all candidates and their supervisors, and Forms 5940 of the candidates. Using the qualification standard of the position under consideration as a basis, they recommend three best qualified candidates to the selecting official for selection. The advisory panel is not permitted to recommend candidates in order of preference (rank-order). Recommendations are submitted in alphabetical order of the candidates' last names, with no indication as to order of preference. The selecting official may select any candidate recommended by the advisory panel.

.422 If there are three or fewer qualified applicants, the installation head may select from among those applicants without convening an advisory panel, providing that each qualified applicant is individually interviewed by the selecting official.

433. If the selecting official does not select from among the three recommended candidates, the installation head notifies, in writing, the next higher level of management of the reasons for nonselection and requests authority to expand the area of consideration.

537.5 Filling More Than One Position

The list of recommended candidates from the advisory panel may be used to fill more than one position within the installation as long as the following criteria are met:

a. The positions have the same title and other components, e.g., they exist in the same work location, and have the same supplemental factors. (Some well qualfified candidates may have been disqualified for a particular vacancy; however, they could be eligible for another vacancy in the same family of jobs. Therefore, they would have to be considered by an advisory panel.)

b. Selection for more than one vacancy from the results of an advisory panel must be made within 120 days of the panel's recommendations to the selecting official. A new advisory panel must convene to recommend candidates for vacancies after 120 days.

c. For each additional vacancy, one additional candidate must be recommended to the selecting official (e.g., for two vacancies, four candidates must be recommended; for three vacancies, five candidates, etc.).

d. For vacancies with different position titles, the panel recommends three candidates for each vacancy under consideration. The panel specifies to the selecting official which candidates are being recommended for each vacancy.

537.6 Documentation

.61 Forms. The advisory panel is required to document its proceedings and decisions. Forms 2508-A, *Advisory Panel Composite Evaluation Worksheet;* 2508-B, *Advisory Panel Summary Worksheet;* and 2508-C, *Advisory Panel Recommendations to the Installation Head,* are used for this purpose. If the optional interview is used, Form 2510-B, *Composite Interview Appraisal,* will also be included.

.62 Vacancy File. The panel prepares a vacancy file. Further instructions on the contents of this file are in Appendix A. The vacancy file is *not* to include copies of supervisors' evaluations or employment records.

538 Filling the Position

538.1 Selection

When the selecting official selects a candidate to fill a particular vacancy for any initial level supervisor position, NTAC is notified using Form 5938, Installation Head Selection of Initial Level Supervisor. These forms can be ordered from NTAC using Form 5936. When the selecting official is also the person who assessed the candidate selected, the next higher level of management must approve the selection.

538.2 Detail to Supervisor Position

.21 204-B Detail. Within an installation, assignments to 204-B details must be made from the candidate lists, based on:

a. Operational needs.

b. Needs to develop candidates further.

c. Local training policies.

d. Financial considerations.

.22 Source of Candidates. Candidates for 204-B details can be chosen from any of the three categories, although normally such details should be made from the PASS categories in the following order: *excellent* demonstration of ability, *good* demonstration of ability, or *some* demonstration of ability.

538.3 Privacy Act Considerations and Disclosure of Records

.31 PASS Records About Individuals

.311 Categories. PASS records containing information about individuals are categorized under the following Privacy Act systems of records:

a. Records maintained at NTAC are part of system USPS 120.120, *Personnel—Personnel Research and Test Validation Records.*

b. All other records are maintained as part of system USPS 120.151, *Personnel—Recruiting, Examining, Training and Placement Records.*

.312 Procedure. Postal Service employees who want access to their own PASS records must make a formal application in writing, as described in ASM 353. PASS records pertaining to the individual may be made available to subject employee only after:

a. The differences between the candidate's and supervisor's statements are fully resolved by the responsible MSC review board;

b. The candidate lists have been received from NTAC; and

c. The records have been filed for use.

.313 Exception. Prior to creation of the candidate list, and the filing of workbooks, etc., for use at the MSC, PASS records are not considered to be part of a Privacy Act system of records.

.32 Unavailable PASS Records. Requests for the following types of information must be denied:

a. Sectional Review Board Guidelines.

b. NTAC computerized algorithm for flagging discrepancies and rating candidates.

c. Candidate lists.

.33 Written Application Records

.331 Category. Written application records, including supervisor's statements, are categorized under Privacy Act system USPS 120.151, *Personnel—Recruiting, Examining, Training, and Placement Records.*

.332 Procedure. These records (those pertaining to the subject employee only) must be made available to the subject employee on written request, once they have been filed for use. This requirement exists even if the records are being reviewed at the time by an advisory panel.

.34 Vacancy Files. Vacancy files are not part of a Privacy Act system of records. *Any* requester may be given a copy of the position description, published qualification standard(s), and the list of selective factors, but *no* other information.

.35 Denying Requests. When a request for disclosure of a record is denied, follow procedures in ASM 350.

PASS Positions

(1) Vehicle Operations (205)

2151–6006	Supervisor, Vehicle Dispatching (A)
2151–6007	Supervisor, Vehicle Dispatching (B)
2150–6003	Vehicle Operations Analyst
2330–6007	Supervisor, Vehicle Schedules
0301–6055	Administrative Assistant (Fleet Operations)
2150–6014	Supervisor, Vehicle Operations

(2) Vehicle Maintenance (201)

5823–6005	Supervisor, Vehicle Maintenance
3809–6002	Supervisor, Body Shop
1601–6007	Supervisor, Auxiliary Garage
1601–6002	Superintendent, Vehicle Maintenance

(3) Building Service Maintenance (104)

3501–6007	Supervisor, Building Services

(4) Mail Processing Equipment Maintenance (102)

5342–6007	Supervisor, Postal Equipment Overhaul
0856–6002	Supervisor, Electronics Technicians
5342–6012	Supervisor, Maintenance (Mail Processing Equipment)

(5) Window Services (508)

2320–6008	Superintendent, Window Services (A)
2320–6009	Superintendent, Window Services (B)
2320–6015	Supervisor, Window Services Units
2320–6016	Supervisor, Window Services

(6) Building Equipment Maintenance (203)

4704–6029	Supervisor, Mechanics' (A)
4704–6027	Supervisor, Mechanics' (B)
4704–6007	Superintending Engineer (A)
4704–6008	Superintending Engineer (B)
4704–6016	Supervisor, Maintenance (Building and Equipment)
4704–6022	Supervisor, Maintenance
5468–6003	Supervisor, Building Equipment Maintenance
5313–6002	Supervisor, Elevator Mechanics
4704–6009	Superintendent, Maintenance (A)

(7) Station/Branch/Associate Office Operations (408)

2305–6053	Superintendent, Station or Branch Operations (A)
2305–6055	Superintendent, Station or Branch Operations (B)
2305–7037	Manager, Station or Branch Operations (A)
2305–6054	Supervisor, Station or Branch Operations
2305–6032	Manager, Station or Branch Operations (AA)
2340–6013	Superintendent, Postal Operations (B)
2340–6014	Superintendent, Postal Operations (A)
2340–6019	Superintendent, Postal Operations (C)
2340–6008	Supervisor, Postal Operations
2305–6048	Supervisor, Mails and Delivery
2305–6034	Supervisor, Mails and Window Services
2305–6057	Station or Branch Operations Administrator

(8) Delivery and Collection (307)

2310–6032	Supervisor, Delivery and Collection

(9) Mail Processing Operations (406)

2315–6005	Tour Supervisor, Mails (A)
2315–6049	Tour Supervisor, Mails (B)
2315–6048	Supervisor, Mails
2315–6052	Supervisor, Mails (MPLSM)
2315–6051	Supervisor, Platform Operations

(10) Maintenance Control (210)

1641–6007	Maintenance Control Supervisor (A)
1641–6008	Maintenance Control Supervisor (B)
1641–6004	Maintenance Control Specialist

Exhibit 530-A. Initial Level Supervisor Positions Covered by PASS

Written Application Positions

0525–6003	Accounting Assistant
0341–5029	Administrative Coordinator (B)
0235–5018	Associate Training and Development Specialist
2003–6002	Chief of Supplies, VMF (A)
0382–6003	Chief Telephone Operator
2345–6008	Customer Complaints Officer
0301–6063	Data Collection Officer (A)
0301–6064	Data Collection Officer (B)
0301–6062	Data Collection Tour Supervisor
0301–6031	Data Systems Management Officer (A)
0301–6054	Data Systems Supervisor (B)
0301–6013	Data Systems Tour Supervisor (A)
0301–6070	Data Systems Tour Supervisor (B)
2310–6011	Detached Delivery Collection Unit Superintendent (A)
0230–6002	Employee Services Assistant
2345–6031	Express Mail Service Coordinator
0610–6003	Head Nurse
0230–6035	Injury Compensation Supervisor (A)
2305–7070	Manager, Detached Mails Unit (A)
2315–6018	Manager, Detached Mail Distribution Unit (A)
2345–6040	Manager, Mail Classification and Services
2340–6001	Office Services Supervisor
0230–6028	PAR Coordinator (A)
0230–6023	PAR Coordinator (B)
0201–5025	Personnel Assistant (B)
0203–6002	Personnel Transactions Specialist
1152–6002	Production Planning Coordinator
0510–3007	Post Office Accountant
2305–6035	Relief Supervisor
0341–6002	Superintendent, Administration (Fleet Operations)
0342–6006	Superintendent, Building Services (A)
0818–6002	Superintendent, Drafting Services
2150–6013	Superintendent, Fleet Operations
0342–6004	Superintendent, Procurement and Office Services
2345–6011	Superintendent, Registry (A)
0992–6001	Supervisor, Accident and Claims Investigation
0530–6009	Supervisor, Accountable Paper
0530–6008	Supervisor, Accountable Paper Depository
0544–6010	Supervisor, Accounting and Payroll
0341–6023	Supervisor, Administrative Services
2345–6032	Supervisor, Bulk Mail Acceptance (A)
4607–6002	Supervisor, Carpenters
2315–6057	Supervisor, Central Control Room
2345–6025	Supervisor, Claims and Inquiry
2345–6024	Supervisor, Claims, Inquiry and Undeliverable Mail
0301–6079	Supervisor, Computerized Mark Up Unit
0313–6004	Supervisor, Correspondence Center
0301–6036	Supervisor, Data Collection and Mail Control
2805–6002	Supervisor, Electricians
5438–6005	Supervisor, Elevator Operators
0230–6005	Supervisor, Employee Benefits
0201–6012	Supervisor, Employment and Services
0230–6003	Supervisor, Employee Services and Benefits
2340–6025	Supervisor, International Air Mail Records Unit (A)
2340–6009	Supervisor, International Air Mail Records Unit (B)
6951–6005	Supervisor, Mail Bag Unit
2345–6035	Supervisor, Mail Classification (A)
2345–6039	Supervisor, Mail Classification and Services
2003–6006	Supervisor, Maintenance Stores
4102–6001	Supervisor, Painters
0203–6004	Supervisor, Personnel Actions and Records (A)
0203–6005	Supervisor, Personnel Actions and Records (B)
0342–6003	Supervisor, Procurement and Office Services (A)
0342–6014	Supervisor, Procurement and Office Services (B)
2305–6027	Supervisor, Production Planning
0235–6010	Supervisor, Postal Employee Development Center (A)
2305–6060	Supervisor, Registry
2305–6036	Supervisor, Registry Records Room
6904–2002	Supervisor, Stock and Tool Room
0341−6017	Supervisor, Administration
2330–6019	Supervisor, Transfer Office
2345–6041	Supervisor, Undeliverable Mail
5756–6001	Supervisor, Yard Operations
0203–6006	Supervisory Examinations Specialist (A)
0203–6007	Supervisory Examinations Specialist (B)
0525–6027	Supervisory Accounting Technician
0235–5019	Training and Development Specialist

Exhibit 530—B. Initial Level Supervisor Positions Covered by Written Application Procedures

540 Non-Bargaining Unit Positions

541 Scope

541.1 Coverage

This subchapter covers selection for all non-bargaining unit positions, except for the following:

a. Positions in the Postal Career Executive Service (PCES).

b. Positions filled under the Initial-Level Supervisor Selection Program. See subchapter 530.

c. Positions in special Service-wide or region-wide programs, such as MAS Master Instructor, Attorney Honors Program, Management Associate, and Management Trainee.

d. Postal Inspector or Security Force supervisory positions.

e. Executive secretarial positions to Regional Postmasters General.

f. Positions in USPS Headquarters and its administrative supporting facilities (ASFs). Instructions on filling non-bargaining unit positions in those organizations are published in Headquarters Circulars.

541.2 Requests for Exceptions

Any request for an exception to these policies and procedures must be forwarded through management channels to the APMG, Employee Relations Department, for consideration. Exceptions to policies and procedures for postmaster selection may be approved only by the Postmaster General.

541.3 Employee Relations Responsibilities

Employee relations managers are responsible for assuring that selecting officials, review committee members, and other managers understand the meaning, use, and intent of these policies and procedures; and for reviewing vacancy files to assure their completeness.

542 Policies

542.1 Reviewing Need for Position

When a vacancy occurs or is anticipated, the managers concerned determine the need for filling the position. If the decision is to fill the vacancy, the officials responsible for administering these procedures are expected to act expeditiously, avoiding unnecessary delays at any stage of the process. If the position has to be filled on an interim basis, see ELM 353.3 and section 544.8 of this subchapter. The RPMGs authorize the filling of vacant postmaster positions existing within their respective regions.

542.2 Merit Selection

Non-bargaining unit positions are to be filled from within the Service whenever possible. Every possible attempt will be made to select the available employees who best meet the requirements of the positions. Employees will be considered and selected without regard to race, color, sex, religion, age, national origin, political affiliation, marital status, physical or mental impairment (if the position may be efficiently performed by a person with that physical or mental impairment), or any other non-meritorious factor or consideration. *Note:* The term "best meets" means that the review committee or selecting official should choose an individual whose knowledge, skills, and abilities are of such high quality as to strongly indicate a high probability of successful performance in the position.

542.3 External Recruitment

.31 Authorization. When recruitment from outside of the Service is considered necessary, the office with the vacancy must submit a justification to the appropriate official listed in Exhibit 542.3. This official must give approval before outside recruitment (including advertising or contacting applicants) is begun. The use of contract services to circumvent restrictions on recruitment is not permitted. For postmaster selection, approval for outside recruitment is:

For positions at:	*Obtain approval from:*
EAS A-E	District Director, E&LR.
EAS-11 and above	APMG, Employee Relations (through management channels).

For Positions at	In	Obtain approval from
EAS-13 and below	Associate office	Sectional Center Manager
	MSCs; other organizations reporting directly to district office	District Director, E&LR
	Regional headquarters; organizations reporting directly to regional headquarters	Regional Director, E&LR
EAS-14 and above	All offices	APMG, Employee Relations (through management channels)

Exhibit 542.3. Approval for Outside Recruitment

.32 Pre-employment Medical Examination. All new employees must receive a pre-employment medical examination before appointment to determine whether they meet the medical requirements of the Postal Service. Failure to meet the medical requirements of the position will disqualify the selected individual for appointment. A postmaster appointed from outside the Service must meet the medical requirements prior to installation.

.33 Postmaster Selection

.331 For a postmaster vacancy ranked at EAS Grade A through E, or immediately upon receipt of written notification from the RPMG that the APMG, ERD, has authorized in writing the solicitation of applications from outside the Postal Service for a postmaster vacancy ranked at EAS Grade 11 or higher, the SCM must:

a. Post Notice 1, *Postmaster Vacancy,* in a conspicuous place in the lobby of the vacancy post office for a period of ten (10) calendar days. At the expiration of the required 10 calendar days posting period, the officer-in-charge (OIC) of the vacancy post office returns the Notice 1 to the SCM appropriately endorsed to indicate the actual inclusive dates of posting. Notice 1 must include a statement that applications from persons outside the Postal Service are restricted to those individuals who, on the date they submit their applications, actually reside within the delivery or service area of the vacancy post office.

b. Publicize the vacancy and the invitation to submit applications through notices to any organizations and publications in the community served by the vacancy post office.

c. Provide the OIC at the vacancy post office with an adequate supply of Forms 2591, *Application for Employment;* Form 2181, *Authorization for Release;* Form 2459, *Acceptance Letter;* and self-addressed penalty envelopes for use by the public in the submission of application. At the expiration of the required 10 calendar day posting period, the OIC of the vacancy post office returns any unused forms and self-addressed penalty envelopes to the SCM.

.332 Individuals outside the Postal Service interested in applying for a vacant postmaster position posted for outside recruitment must complete Forms 2591 and 2181 and submit them with the necessary proof of veteran preference, if applicable, in the pre-addressed penalty envelope provided for that purpose. The SCM allows a reasonable time, but not less than three days after receipt of the posted Notice 1 (see 542.331a) from the OIC, for receipt of any applications filed on the last day of the required posting period.

.333 Veteran Preference

a. Applicants from outside the Postal Service are responsible for providing the Postal Service with necessary documents to substantiate a claim for any type of veteran preference. (See Section 240 of this Handbook for further information on veteran preference.)

b. The register of eligibles, established in accordance with 542.334a, indicates the type of veteran preference to which each applicant is entitled by the proper endorsement beside the name of the candidate (see 241.62).

c. A veteran may not be passed over and a non-veteran ranking lower on the register of eligibles selected without proper justification. Such justification must be submitted prior to selection to the SAPMG, E&LR Group for disposition.

.334 Eligibility, Qualification and Suitability Investigation

a. As soon as possible after expiration of the time allowed for receipt of applications, the SCM forwards to the Inspector in Charge (I in C) all of the forms and necessary supporting documents received, the Notice 1 that was posted at the vacancy post office, and copies of any other notices publicizing the vacancy, together with a request that an eligibility, qualification, and suitability investigation be made of each individual applying and that a register of eligibles be established. Send a copy of the request to the Regional Chief Postal Inspector.

b. The register of eligibles will be constructed as follows:

Group 1. All qualified and suitable applicants entitled to "CP" preference, listed in order of their relative qualifications.

Group 2. All other qualified and suitable applicants listed in order of their relative qualifications.

c. Upon completion of the investigation requested by the SCM, the I in C forwards to the SCM the following:

1. The Postal Inspector's Investigative Report of the eligibility, qualifications, and suitability of each applicant.

2. The register of eligibles established by the Postal Inspector incident to the investigation of applicants.

3. The original documents furnished by the SCM in accordance with 542.334a.

.335 A recommendation to the Postmaster General for an appointment from outside the Postal Service must be accompanied by specific justification statements from the RPMG. No Review Committee is required when making a selection from an Inspection Service register of eligibles.

543 Noncompetitive Selection Procedures

543.1 Priority Consideration

543.11 In filling positions, it is Postal Service policy to consider employees in the following groups (in the sequence listed), before using the competitive procedures in 544. These employees may be selected non-competitively, provided they meet the position requirements. (See 543.3 when these employees apply or are nominated for an *announced* vacancy.)

a. Assignment of employees who were previously granted specific retreat (or return) rights.

b. Assignment of employees occupying abolished positions, unless assignment is to a higher grade position. ELM 354 describes the assignment procedure, including the area of employee consideration.

c. Assignment of employees serving in lower grade positions to their previous (or intervening) grades or positions from which they were reduced after March 3, 1973. This provision does not apply to a reduction which was for disciplinary reasons or which was initiated at the request of the employee. It does apply when an employee's position was abolished and management offered the employee a lower grade position, which the employee voluntarily accepted. ELM 354.28 and 354.44 describe the assignment procedure.

d. Assignment of employees serving in lower grade positions with a higher (saved) grade to positions at the saved grade (or intervening grade). Assignment of such employee is governed by the same procedure as that described in ELM 354.28 and 354.44.

e. Reassignment or promotion of MAS Master Instructors who are at or near completion of their 2-year assignment with the Office of Training and Development. The gaining installation and OTD may request the APMG, Employee Relations Department, to waive the 2-year requirement in the best interest of the Postal Service. Regional Postmasters General are provided current information on the qualifications and availability of all eligible MAS Master Instructors. Promotion without competition is limited to positions which are not more than three grades above the individual's permanent grade.

f. Reassignment or promotion of management associates, management trainees, and trainees in other Service-wide or region-wide programs who have successfully completed their development programs (except for postmaster vacancies). Other conditions and limitations on the noncompetitive promotion of these individuals are described in the respective program issuances. Each regional headquarters has current information on the qualifications of associates and trainees assigned within that region.

.12 For postmaster vacancies filled noncompetitively under 543.11, the SCM includes a recommendation before forwarding the application through the District Manager and RPMG to the Postmaster General for consideration. If any of these officials does not recommend the noncompetitive selection, the request need not be forwarded to the next level.

.13 For postmaster vacancies EAS-11, the SCM must initially consider noncompetitively any career employee who is on the rolls of the vacancy post office and who satisfactorily meets the basic requirements and qualification standards.

543.2 Reassignment and Voluntary Reduction

The competitive procedures described in 544 do not have to be followed when management initiates or an employee requests a reassignment to a position at the same grade or when an employee voluntarily accepts or requests, in writing, a position at a lower grade. (See 543.3 when an employee applies or is nominated for an *announced* vacancy.) The position may be located anywhere in the Postal Service. Such an action may be taken at any time without regard to the sequence in 543.11. However, higher-level approval of selections, if required by 544.64, does apply. (This section does not apply to Postmaster vacancies.)

543.3 Noncompetitive Selection for Announced Vacancies

.31 General. An employee who is eligible for selection noncompetitively under 543.1 or 543.2 may apply or be nominated for a position as a result of a vacancy announcement issued under the competitive procedures in 544. Noncompetitive application or nomination may be made for any position and location for which the employee is eligible for noncompetitive consideration. *Note:* Except as provided in 543.11, postmaster vacancies normally are not filled noncompetitively.

.32 Procedure

.321 The employee or nominating manager is responsible for requesting, in an accompanying letter, noncompetitive consideration for the position and for explaining the basis for that request. The office receiving applications refers the request and application to the selecting official for noncompetitive consideration before a review committee is convened.

.322 The selecting official may select the employee at that time or may defer a decision until he or she has had an opportunity to consider the candidates recommended by the committee. There is no requirement that the employee be selected.

.323 At the discretion of the selecting official, the committee may consider, in competition with other applicants for promotion, the application of an employee who applies or is nominated for an announced vacancy at the employee present grade or a lower grade.

544 Competitive Selection Procedures

544.1 General

.11 Area of Consideration and Employee Categories

.111 When a position is not filled through any of the preceding noncompetitive procedures, it will be filled competitively through management nomination and employee application in response to a vacancy announcement. Exhibit 544.1 defines the minimum area of consideration, and the organization responsible for preparing the vacancy announcement for distribution to all organizations and installations within the area of consideration.

.112 As an exception to Exhibit 544.1, RPMGs may nominate employees from any location in the Postal Service for any vacancy in their region, provided those employees are considered in competition with candidates within the area of consideration.

.12 Eligibility

.121 Only career employees are eligible for promotion. Employee eligibility under the competitive procedures is based on the person's permanent position and grade (including saved grade), and not on a part-time, *ad hoc*, or temporary assignment (detail) or temporary promotion to a different position or grade.

.122 An employee is not eligible to apply or be nominated for promotion under the competitive procedures to a position at EAS-17 or above if the employee has been promoted (or initially appointed to the Postal Service) within the year immediately preceding the closing date of the vacancy announcement. An employee is not eligible to apply or be nominated for promotion under the competitive procedures to a position at EAS-16 or below if the employee has been promoted (or initially appointed to the Postal Service) within the 6 month period immediately preceding the closing date of the vacancy announcement. A postmaster at any level is not eligible for promotion or reassignment until one year from the date of appointment to the postmaster position. *Exception:* These restrictions do not apply:

a. When the appropriate official as listed in 542.3 determines that outside recruitment may be required.

b. To Postal employees of field installations (below the District office level) applying or being nominated for positions in their present installations.

c. To employees described in 543.11c and f.

d. To an employee whose only promotion within the restricted period resulted from re-ranking of a position.

e. To employees whose names are on the PCES Candidate list.

544.2 Vacancy Announcement

.21 Before a vacancy announcement is issued, an appropriate area of employee consideration must be chosen. Exhibit 544.1 lists the *minimum* area for each vacancy. If the minimum area is not expected to produce three or more applicants who meet the position requirements, the initial announcement may be opened to an expanded area, so that a subsequent reannouncement should be unnecessary. (See 544.4 for instructions on the expanded area of consideration.)

.22 The announcement must specify the categories of employees eligible for consideration for the vacancy, as listed in Exhibit 544.1 and its footnotes.

.23 The vacancy announcement is posted in the appropriate Regional Bulletin for postmaster vacancies at EAS-22 and below, and on Form 990 or in the Regional Bulletin for all other non-bargaining unit positions.

Vacancy Grade	Minimum Area of Consideration	Employees Eligible*	Organization Preparing Vacancy Announcement
All Organizations and Installations			
EAS-23 and above	Postal Service wide	All EAS, RDS, PDC, and ADPC not more than 6 grades below vacancy (1) or 3 postmaster levels**	USPS Headquarters
EAS-20 thru EAS-22	Region wide (2)	All EAS, PDC, and ADPC not more than 6 grades below vacancy (1) or 3 postmaster levels**	Regional Headquarters
EAS-17 thru EAS-19	District wide (2) (3)	All EAS, PDC, and ADPC not more than 6 grades below vacancy (1) or 3 postmaster levels**	District Office
Regional Headquarters, Regional Headquarters' Field Offices, and District Offices			
EAS-1 thru EAS-16	Organization with the vacancy and any of the following within the local commuting area: USPS Headquarters organization or field unit; Regional Headquarters organization or field office; or District Office	All	Organization with the vacancy
All Other Organizations and Installations			
EAS-14 thru EAS-16 and postmaster positions A-15	Management Sectional Center wide (2) (4)	All	Installation with the vacancy. Exception: MSC prepares announcements for vacancies in its Associate Offices
EAS-1 thru EAS-13	Installation wide (2)	All	Installation with the vacancy

*See Section 544.1 for general limitations on employee eligibility.

**Applies only to postmaster applicants for postmaster vacancies.

(1) May be opened to employees at lower grades within the area of consideration if experience indicates that sufficient applicants who meet the position requirements are not available using the six-grade limitation. The six-grade limitation is waived when outside recruitment is authorized.

(2) Includes all eligible employees whose permanent duty stations are located within the geographic boundaries of the area of consideration, regardless of the employee's employing organization. (Exception: Employees of USPS Headquarters whose permanent duty stations are in the Washington, DC area are excluded from this minimum area of consideration for other than Postmaster positions.)

(3) For EAS-17 vacancies only, the District Manager may reduce the area of consideration to Management Sectional Center wide. For EAS-17 thru EAS-19 vacancies in Regional Headquarters and its Field Offices, the minimum area of consideration is Region wide, and Regional Headquarters prepares the vacancy announcements.

(4) For a position in a Postal Employee Development Center (PEDC), all employees in the PEDC's service area are eligible for consideration.

Exhibit 544.1. Area of Consideration & Employee Categories

.231 Regional Bulletin lists of postmaster vacancies include:

a. Name and location of the post office where the vacancy exists.

b. EAS grade of the vacant position. (The grade should be verified by the SCM before publishing the vacancy.)

c. Closing date for receipt of applications.

d. Name of the District and Management Sectional Center in which the vacancy is located.

e. Statement of the area of consideration and the employees eligible for consideration.

.232 The vacancy announcement (Form 990) must, as a minimum, include the following information:

a. Identification of position (title, occupation code, grade, salary range, organization, finance number, and location).

b. Statement of the area of consideration and the employees eligible for consideration.

c. Brief description of the duties of the position.

d. Statement of the qualification requirements for the position; i.e., the knowledges, skills, and abilities which are essential, as a minimum, for successful performance in the position; and/or specific requirements of education, experience, or training.

1) If a qualification standard for the position has been published in Handbook EL-302, Qualification Standards-Nonbargaining Unit Positions, state the requirements contained in that standard.

2) If there is no Handbook EL-302 Qualification Standard, the following instructions apply to local development of qualification requirements:

   (a) Qualifications are to include only those requirements which are: 1) job-related, 2) important to successful performance, and 3) necessary at entry into the position. Only those requirements which meet all of these conditions are to be considered essential, and are to be included in the vacancy announcement's statement of qualifications.

   (b) Qualifications are to be described by actual knowledges, skills, and abilities. In most cases, experience, education or training is not to be expressed as a specific requirement, but as a method for demonstrating possession of essential knowledges, skills, and abilities. Using Section III of the position description as a guide, the immediate supervisor or another individual who is knowledgeable of the job should identify and compile a list of the knowledges, skills, and abilities necessary for performance of each duty statement. These knowledges, skills, and abilities should then be screened to remove duplicates and to determine those which are essential; i.e., those which meet the conditions stated above in (a). Generally, the final list should contain between 7 to 12 essential knowledges, skills, and abilities.

   (c) Specific requirements of experience should not be included unless they meet the conditions stated above in (a). If included, the kind of qualifying experience is to be described; specifications of the amount of experience (e.g., number of years) are not to be used.

   (d) Specific requirements of education or training should not be included unless: 1) they meet the conditions stated above in (a), or 2) there is a recognized academic degree, license, certification, or training requirement associated with the position. If included, the kind of qualifying education, course work or training is to be described; terms such as "levels of understanding (college or university)" are not to be used. Very few postal positions require an academic degree. Examples of positions which currently require an academic degree are engineer, attorney, nurse, medical doctor and psychologist.

   (e) Some examples of requirements which do not meet the conditions above in (a) are:

      (1) A barely relevant kind of experience, or rarely used skill or ability, in comparison to the real needs of the position;

      (2) Education requirements which are unreasonable or unnecessary for the performance of critical job duties;

      (3) A requirement which could readily be met by a brief, initial period of orientation and familiarization in the position, or for which formal training will be provided after entry;

      (4) A requirement which unduly restricts the number of candidates or favors a particular candidate;

      (5) A requirement not essential to the immediate position (such as one based on a possible future assignment), except in the case of trainee positions where ability and potential to higher levels in the occupation are required.

   (f) The information developed in (b) above should be included in the vacancy announcement's statement of qualifications and retained in the permanent vacancy file to document the job-relatedness of the qualification requirements used and for use by the review committee during the selection process.

3) Contact the Regional Employee Relations Division for assistance. Do not use Section IV of the position description, or the qualification standards in Personnel Handbook X-118 B, *Qualification Standards for Postal Field Service* to develop this information.

e. If appropriate, a statement that the review committee or the selecting official may later request applicants to submit written samples of their past work (as described in 544.541 and 544.623).

f. Application requirements as explained in 544.3 below.

g. Closing date for receipt of applications and address to which applications are to be submitted.

.24 Vacancy announcements for postmaster positions are forwarded to the region for publishing. A listing of each postmaster vacancy through EAS-22, which the RPMG has authorized to be filled is published in the appropriate regional bulletin with a closing date for the receipt of applications set for 15 days after the date of publication of the bulletin in which the notice of the vacancy first appears. Exception: For EAS-11 postmaster vacancies the local career candidate (if any) may be appointed noncompetitively, and the vacancy need not be advertised.

.25 All installation heads assure that a current list of postmaster vacancies is posted on employee bulletin boards in all postal installations under their jurisdiction. Each RPMG assures that regional headquarters personnel have access to the vacancy list, and a copy is forwarded to General Manager, Headquarters Personnel Division for posting to Headquarters employees. Postal management must make information readily available to all employees so they know what the eligibility and qualification requirements are for each vacancy on the list, and how to make known their interest in being considered.

.26 A vacancy does not have to be announced if the same or an identical vacancy was announced previously and fewer than 60 calendar days have elapsed since its closing date. The two vacancies must have the same position title, occupation code, grade, location, tour (where applicable), and position requirements. The selecting official has the option to use the previous applications received. If the review committee has already completed its deliberations, the selecting official has the option to select for the second vacancy from among the candidates recommended by the committee for the first vacancy, provided at least three candidates were recommended.

544.3 Application Requirements

.31 To apply or be nominated for an announced vacancy, an eligible employee completes Form 991, *Application for Promotion or Assignment*, pages 1-3. The employee's immediate supervisor and the next-higher level supervisor promptly complete and sign the recommendation on page 4. A copy of the completed supervisors' recommendation is then made available to the employee upon request. Forms 991 are forwarded to the address specified in the vacancy announcement, for receipt by the stated closing date.

.32 An incomplete application, including one without recommendation of both supervisors, may cause the employee to be eliminated from consideration by the review committee, unless the employee or the supervisor provides an explanation which is acceptable to the committee. If the employee and one of the supervisors are applicants for the same vacancy, that supervisor prepares a recommendation and an explanation to that effect on the Form 991.

544.4 Expanded Area of Consideration

.41 Optional Expansion

.411 To obtain additional candidates, the area of consideration may be expanded beyond the minimum area listed in Exhibit 544.1 to the appropriate area listed in Exhibit 544.41 or to a larger area.

.412 The area of consideration does not have to be expanded beyond the minimum area listed in Exhibit 544.1 if at least one applicant or nominee meets the position requirements or if the review committee recommends at least one candidate to the selecting official. (See 544.513 and 544.544.)

.42 Required Expansion. The area of consideration must be expanded if there are no applicants or nominees within the minimum area who meet the position requirements or if the review committee does not recommend any candidates to the selecting official. The required *minimum* expanded area is listed in Exhibit 544.41. See 544.43 on *maximum* expansion for positions at EAS-19 and below.

.43 Maximum Expansion (EAS-19 and Below)

.431 For vacancies at EAS-14 through 19 in field installations, the area of consideration is normally not expanded beyond region-wide. If there are no applicants or nominees within the region who meet the full position requirements, the Regional Director, Employee and Labor Relations, may submit a request, with justification, to the APMG, Employee Relations Department to:

a. Announce the vacancy Service-wide, if there is a reasonable expectation that fully qualified applicants are available elsewhere in the Service.

b. Authorize recruitment outside the Service if experience indicates that qualified postal employees are not available (usually for highly technical or specialized positions).

.432 For vacancies at EAS-13 and below in field installations, the area of consideration is normally not expanded beyond MSC-wide. If there are no applicants or nominees MSC-wide, the office with the vacancy may request approval to begin recruiting outside the Service (See 542.3). *Exception:* EAS 11-13 postmaster vacancies are normally expanded Districtwide when necessary.

.433 Vacancies at EAS-14 through EAS-19 in regional headquarters and district offices, which cannot be filled within the region, are normally announced Service-wide. The area of consideration is normally not expanded in filling vacancies at EAS-13 and below in regional headquarters and district offices.

544.5 Review Committee

.51 General

.511 A review committee is an independent body comprising at least three members. Each member is responsible for exercising good managerial and professional judgment in recommending to the selecting official those individuals who best meet the requirements of the vacant position. (Note: See 542.2 for definition of the term "Best Meets.") The evaluations and recommendations of the committee must be made fairly, objectively, and independently of personal bias or others' undue influence. The committee is accountable to the designating official for compliance with correct procedure and to the Postmaster General for policy. Neither the Committee nor any individual member of the Committee, regardless of reporting relationship, represents the selecting official. If necessary, the committee may discuss the criteria with the selecting official, particularly where the vacancy announcement lists minimum qualification requirements. It also must advise the selecting official if at least three qualified candidates cannot be identified and recommended.

Minimum Area	Minimum Expanded Area
District-wide	Region-wide
MSC-wide	District-wide
Installation-wide	MSC-wide

Exhibit 544.41. Minimum Expanded Area

.512 Each member of the committee is independently responsible for being familiar with these policies and procedures. Any member who believes these policies and procedures are not being followed should attempt to resolve the issue with the other members of the committee. Failing that, the member is required to advise the District or Regional Director, E&LR, as soon as possible.

.513 A review committee is not required if five or fewer applications (including nominations) have been received. If a review committee is not used, the selecting official interviews all the available applicants and nominees individually, and selects the one who best meets the position requirements. Approval of the selection must be obtained from the appropriate official listed in 544.521. As an alternative to considering only these applicants and nominees, the selecting official may request to have the area of consideration expanded further. For postmaster vacancies, the SCM, as the recommending official, must interview all applicants if a review committee is not used.

.52 Designation of Members

.521 The following officials designate review committee members:

Organization with vacancy	Members designated by
Regional Headquarters or Regional Headquarters' Field Office	RPMG
District Office, Chicago PO, and NY Int'l & Bulk Mail Center; Postmaster vacancies EAS-24 and above	RPMG
MSC; BMC; Los Angeles and Washington, DC POs; Kennedy and O'Hare AMFs; Postmaster vacancies EAS-22 and below	District Manager
Associate Office	MSC Manager

.522 In filling positions at EAS-1 through EAS-16 (except postmaster positions) these officials may delegate the authority to designate review committee members to the head of the organization with the vacancy. RPMGs may delegate the authority to designate review committee members to the Regional Directors when filling EAS-17-22 positions within their departments.

.523 In designating a review committee member from an organization not under their jurisdiction, the officials listed above are required to obtain the concurrence of the head (or appropriate functional head) of the other organizations.

.53 Composition of Committee

.531 Designation Requirements

a. The official who designates the review committee is responsible for assuring that the committee is composed of members who:

(1) Have a reputation for being fair and objective, and

(2) Fully understand the equal employment opportunity program objectives of the Postal Service and the need to achieve those objectives, consistent with the requirement to recommend applicants who best meet the position requirements.

b. The official who designates the review committee is responsible for making every effort to designate at least one woman or minority employee to serve on the committee. If necessary, the next higher level of management provides assistance in identifying available women or minority employees who meet the other criteria for membership.

.532 Grade Level of Committee. Review committee members must be EAS employees at a grade equal to or higher than that of the vacant position. (PCES executives are eligible to be members regardless of the grade of the vacancy.) If such an employee is not available, an individual who is in a lower grade position, but at a management level equivalent to the vacancy, may serve on the committee. (For example, an MSC director may be a committee member in filling a higher grade MSC director position, as they are at an equivalent management level). For review committee membership, *grade* means an individual's permanent (or saved) grade, and not a part-time or temporary grade resulting from a temporary assignment (detail), *ad hoc* assignment, or temporary promotion.

.533 Restrictions

a. Neither the supervisor of the position to be filled nor any manager exercising authority over the supervisor, up to and including the selecting official, may serve on the review committee or participate in its deliberations.

b. A manager who has evaluated an applicant on Form 991 is ineligible to serve on a review committee which will consider that candidate. (An exception to this may be made by the official who designated the review committee, when it is impracticable to designate another manager. The reasons for making the exception must be fully documented and placed in the vacancy file.)

.534 Filling EAS-17 and Above Positions

a. In filling positions at EAS-17 and above, review committee members will include those individuals listed in Exhibit 544.534.

b. If there is no person available in the vacancy office who meets the other criteria for membership, a member from a different office is designated. That person must meet the criteria for membership.

c. For a professional or highly technical position covered by Exhibit 544.534, a minimum of two members with a high degree of expertise in that particular professional or technical field is designated.

.535 Filling EAS 1-16 Positions. In filling positions at EAS-1 through EAS-16 in a field installation, at least one member of the review committee is from a different office. The other members are from the vacancy office. If an insufficient number of individuals who meet the membership criteria is available in the vacancy office to serve on a committee, the installation head requests assistance from the next higher organization.

.536 Filling Special Emphasis Positions. In filling positions in the Hispanic Program, the Women's Program, and the Program for Alcoholic Recovery (PAR), a member from at least the next-higher program level is included on the review committee.

.537 Certain Technical Positions. In filling certain technical positions such as Mail Classification Center Manager, a member from Headquarters or Regional Staff may serve as the third member of the Review Committee.

.54 Duties of Committee

.541 General

a. The committee considers the Forms 991 of all competitive applicants. (The term *applicants* refers to both applicants and nominees.)

Organization with EAS-17 or Higher Vacancy	Review Committee Membership
Regional Headquarters or Regional Headquarters' Field Office	1. Appropriate functional member from USPS Headquarters or from within a Region. 2. Member from the vacancy Regional Headquarters or vacancy Field Office. 3. Member from a District Office, MSC, BMC, or (where applicable) the Chicago, Los Angeles, or Washington, DC Post Offices.
District Office	1. Appropriate functional member from a Regional Headquarters. 2. Member from the vacancy District Office. 3. Member from a different District Office.
Chicago Post Office or New York Int'l & BMC	1. Appropriate functional member from a Regional Headquarters. 2. Member from the vacancy office. 3. Member from a District Office, MSC, or another BMC.
MSC, BMC, Los Angeles or Washington, DC Post Office, Kennedy or O'Hare AMF	1. Appropriate functional District Director (an alternate functional member is designated when the vacancy is at EAS-20 or below, if the District Director is not available). 2. Member from the vacancy office. 3. Member from a different MSC or BMC.
Associate Office	1. Appropriate functional MSC Director (an alternate functional member is designated if the MSC Director is not available). 2. Member from the vacancy office. 3. Member from a different associate office, MSC, or BMC.
Postmaster Vacancies	**Review Committee Membership**
Postmaster EAS A-15	1. MSC Director from the vacancy MSC. 2. Associate Office Postmaster from the vacancy MSC. 3. MSC Director or Associate Office Postmaster from a different MSC.
Postmaster EAS 18-22	1. District Director from vacancy District. 2. MSC Director or Associate Office Postmaster from vacancy MSC. 3. MSC Manager or Associate Office Postmaster from a different District.
Postmaster EAS-24 and above	1. Regional Director. 2. District Director from vacancy District. 3. MSC Manager from another District.

Note: (1) Postmaster members must be at a grade equal to or higher than that of the vacancy.
(2) Directors need not be at a grade equal to or higher than the vacancy.
(3) All members of the Committee may not be from the same functional activity (i.e., CS, MP, FIN, E&LR).

Exhibit 544.534. Review Committee Membership

b. The committee may require applicants to submit written samples of their past work which demonstrate their abilities in requirements directly related to the vacant position. However, the committee is prohibited from requiring applicants to take a written test, to write a paper on a specified topic, to analyze and solve in writing a prescribed managerial or technical problem, or to undergo any other kind of written examination.

.542 Interviews

a. If the committee desires to interview applicants, the selecting official must be notified. As a minimum, either the committee or the selecting official must interview individually all the candidates recommended for the position by the committee. For postmaster vacancies, either the committee or the Sectional Center Manager must interview individually:

(1) All candidates recommended by the review committee, and

(2) All eligible candidates from the vacancy office, whether or not recommended by the review committee.

b. If both the committee and the selecting official are interviewing an employee from another location, the two interviews should be conducted during the employee's same trip, whenever possible, to reduce travel expenses. (Employees are responsible for being available for interview regardless of personal plans, such as scheduled leave.) The committee should make a reasonable effort to accommodate individual schedules, but is not required to unduly delay its proceedings or recommendations.

.543 Recommendation Memo

a. The committee recommends at least three, but not more than five candidates who best meet the position requirements. The committee prepares a memorandum (signed by all members) to the selecting official, listing the names of the recommended candidates. The committee is not permitted to recommend candidates in order of preference (rank-order). Recommendations are submitted in alphabetical order of the candidates' last names, with no indication as to order of preference. The Forms 991 (and written work samples, if required) on the recommended candidates are also furnished to the selecting official.

b. For postmaster vacancies:

(1) The immediate supervisor of each candidate recommended by the committee, as well as of all local eligibles, must complete a narrative evaluation of the candidate in accordance with Exhibit 544.543. This evaluation is reviewed by the next higher level manager who may add any appropriate comments to the file. These evaluations are *not* made available to the review committee, but are forwarded to the SCM for his consideration in making a recommendation.

(2) The Sectional Center Manager prepares a brief comparative analysis of the candidates recommended by the committee, as well as any local candidates. The SCM then recommends one of the candidates for appointment. The complete file (see 544.9) is then forwarded through the District Manager to the RPMG.

(3) If the DM and RPMG concur in the recommendation of the SCM, the entire file is forwarded to the PMG. If either the DM or RPMG does not concur with the recommendation, they may recommend (with supporting justification) another eligible candidate from among those considered by the SCM and forward the file to the PMG for final approval and appointment.

(4) If the RPMG declines to recommend any of the candidates considered by the SCM, or the PMG declines to give final approval and appointment to any of the candidates, the RPMG directs the SCM to republish the vacancy or expand the area of consideration.

.544 Recommendation of Only 1-2 Candidates. If the review committee recommends only one or two candidates, the committee notifies the official who designated the committee. That official may either:

a. Authorize the selecting official to consider the recommended candidate(s) and make a selection, or

b. Arrange to have the vacancy reannounced with an expanded area of consideration.

c. For postmaster vacancies, a minimum of three candidates is required unless an exception is approved by the SAPMG, E&LR. This requirement does not apply when outside recruitment is authorized.

.545 Reannouncements. If the area of consideration is expanded, any candidate recommended by the committee need not reapply, but is considered in competition with applicants responding to the new vacancy announcement. The same or a different review committee may be used.

.546 No Recommended Candidates. If the review committee does not recommend any candidates, the vacancy is reannounced with an expanded area of consideration, as described in 544.42.

.547 Notification

a. For postmaster vacancies, the applicants who are not recommended as candidates are so notified after the committee's recommendation goes forward to the sectional center manager. Since the Postmaster General is the selecting official for all postmaster positions, the candidates recommended by the committee will not be advised of their status until the final selection has been made and announced by the Postmaster General. (Note: The term *candidates* means those applicants recommended by the review committee, as well as any local applicants whether or not recommended by the committee.)

b. For other vacancies, the committee's written notification to applicants not recommended to the selecting official will be withheld until after the selecting official advises the committee that a selection has been made and approved.

544.6 Selection

.61 For Postmaster Selection

In filling postmaster vacancies, references to "selecting official" mean the SC manager who is the "recommending official." The Postmaster General is the selecting official for all postmaster appointments.

.62 Selecting Official's Responsibility

.621 The selecting official chooses the individual who best meets the position requirements from among the candidates recommended by the review committee. (See 542.2 for definition of the term "best meets.") (For certain EAS-17 and higher positions, the selection is subsequently submitted to higher-level management for review and approval, as described in 544.64.)

.622 The selecting official must individually interview all the recommended candidates, unless the review committee has already done so. To reduce travel expenses, interviews by the review committee and the selecting official should be held during the employee's same trip, whenever possible. (Employees are responsible for being available for interview regardless of personal plans, such as scheduled leave.) The selecting official should make a reasonable effort to accommodate individual schedules, but is not required to unduly delay the selection process.

.623 Unless the review committee has already provided them, the selecting official may require *all* of the recommended candidates to submit written samples of their past work which demonstrate their abilities in requirements directly related to the vacant position. However, the selecting official is prohibited from requiring candidates to take a written test, to write a paper on a specific topic, to analyze, and solve in writing a prescribed managerial or technical problem, or to undergo any other kind of written examination.

.624 The selecting official must make the selection exclusively on merit, and must not pre-select a candidate. In addition, no action should be taken which will create the impression that all candidates are not given a fair opportunity to be selected, or that a candidate has been pre-selected. The selecting official must not attempt to influence the deliberations or recommendations of a review committee.

.625 If the decision is not to select any of the recommended candidates, the selecting official is required to justify the non-selection and obtain approval (through management channels) from the designating official listed in 544.521 before taking any further action to fill the vacancy. *Exceptions:*

a. For positions in associate offices, this approval must be obtained from the district manager;

b. For the positions covered by Exhibit 544.64, this approval must be obtained from the approving official listed in that exhibit.

.626 After a final selection has been made and approved, and the individual has accepted the offer, the selecting official notifies the other recommended candidates in writing.

.63 Interview and Reporting Arrangements

Arrangements to interview applicants or to obtain reporting dates on selected candidates are made through the employee's supervisors or employing office. *Exception:* Such arrangements involving employees of USPS Headquarters are made through the Regional Director, Employee and Labor Relations, and the General Manager, Headquarters Personnel Division.

.64 Higher Level Approval

.641 In filling the positions at grades EAS-17 and above which report directly to the officials listed in Exhibit 544.64 (whether filled by promotion, reassignment, or any other personnel action), higher level review and approval are required before the personnel action is effected.

.642 If the selecting official and the reviewing officials cannot resolve a difference over the selection of an individual for a position, the issue is referred to the appproving official for final resolution.

.643 The authority to determine whether positions not listed in Exhibit 544.64 require higher level review and approval is delegated to each Regional Postmaster General.

544.7 Modifications for Certain Positions

.71 Filling Positions on Ad Hoc Basis

.711 Certain non-bargaining unit positions in the EEO and Hispanic Programs are filled on an *ad hoc* basis. Modifications to the procedure for filling these positions are described in 544.712 and .713.

.712 The minimum area of employee consideration is the same as the area served by the position (installation-wide, MSC-wide, district-wide, or region-wide), regardless of its grade.

.713 If there are fewer than three applicants within the minimum area, or if the review committee recommends fewer than three candidates, the selecting official may either select solely from among the available applicants or recommended candidates, or request, through management channels, that the Regional Director, E&LR, grant an exception to permit the reannouncement of the vacancy, expanding the area of consideration.

.72 Procurement Services Office Positions

.721 General. Modifications to the procedure for filling positions in a Procurement Services Office (PSO) are described in 544.722 through .724.

.722 PSO Manager Positions

a. For PSO manager vacancies, the minimum area of consideration is Service-wide. The RPMG designates the review committee which consists of, as a minimum:

(1) A Regional General Manager, Procurement Division, or a Regional Manager, Contracts and Supply Management Branch;

(2) A District Director, and

(3) A PSO Manager.

b. The District Manager makes the selection, which is reviewed by the Regional Director, Finance, and approved by the RPMG.

.723 Other PSO Positions EAS-17 and Above

a. For other PSO vacancies at EAS-17 and above, the minimum area of consideration is region-wide. The District Manager designates the review committee, which consists of:

(1) A representative from the Regional Procurement Division;

(2) A District Director, and

(3) A representative from the vacancy PSO.

b. If no one in the PSO with the vacancy meets the criteria for committee membership, described in 544.53, a representative from a different PSO is designated.

c. The PSO Manager makes the selection with approval by the District Manager.

.724 PSO Positions Below EAS-17. PSO vacancies below EAS-17 are filled as described in 544.723, except that the minimum area of consideration is the total area serviced by the PSO.

EAS-17 or above Position Reporting Directly to	Reviewed by	Approved by
District Manager; Chicago PM; Manager, NY Int'l & Bulk Mail Center	Functional Regional Director	Regional Postmaster General
MSC Manager; BMC Manager; Los Angeles PM; Washington, DC PM; Kennedy AMF Operations Mgr.; O'Hare AMF Operations Mgr.	District Manager and functional Regional Director	Regional Postmaster General
Associate Office PM	MSC Manager and functional District Director	District Manager

Exhibit 544.64. Selection, Review, and Approval

544.8 Temporary Assignments (Details)

.81 Policy. The policy on the use of temporary assignments (details) is described in ELM 353.3.

.82 Time Limitations

.821 Six Month Time Limit. Newly promoted employees may not be detailed to another position until 6 months has elapsed from the date of promotion, except in emergencies with the approval of the District Director, Employee and Labor Relations.

.822 Sixty Day Time Limit. The following policy applies when a vacant position covered by this Sub-chapter is filled by higher level temporary assignment (detail), pending selection of a person for permanent assignment. An individual may be assigned to the position from the same or another installation for a total of not more than 60 calendar days. If that individual is an applicant for the position, the higher-level assignment must be terminated before the 61st day. If that individual is not an applicant, the next higher level of management may approve an extension of that person's temporary assignment beyond 60 days, until a selection is made and approved and the new incumbent assumes the position. An individual who has served in a vacant position for more than sixty days is ineligible for a appointment to that position. (This rule does not apply to PCES candidates except when filling postmaster positions.)

.83 Exclusions. The temporary assignment of a person to the same grade or a lower grade position is excluded from the 60-day limitation. The 60-day limitation also does not apply to the higher level temporary assignment of a person to a position during the temporary absence of the incumbent. The conditions and limitations of these exclusions are described in ELM 353.3.

.84 Officer-in-Charge (OIC)

a. An OIC is an employee assigned the responsibilities of a postmaster position on a temporary basis. An OIC is appointed when a postmaster position is vacant, pending filling of the position on a permanent basis; or when a postmaster is temporarily absent, or is expected to be absent, from the position in excess of 30 continuous calendar days. When a postmaster is temporarily absent, or is expected to be absent, for 30 continuous calendar days or less, the senior supervisor, Postal Operations Administrator or leave replacement, as appropriate, will perform the essential duties of the postmaster position, without being designated as OIC.

b. Unless specific approval is granted in advance by the APMG, ERD, an employee will not be permitted to serve in an OIC assignment for more than 180 calendar days. *Exception:* If the 180 day period expires in the month of December, the assignment will be extended to the end of the first full pay period in January in the following year. (Note: The 180 day limitation does not apply to an OIC assignment to a postmaster position ranked at EAS grades A through 11.)

c. An employee serving or having served in an OIC assignment during a current vacancy at an EAS-13 or above post office, is ineligible for appointment to the current postmaster vacancy. In unusual circumstances (e.g., sparsely populated geographic areas), an exception may be made with the prior approval of the APMG, ERD.

d. The restrictions in 544.84b & c do not apply when an employee is assigned as OIC during the temporary absence of the postmaster.

.85 Developmental Opportunity. Where consistent with meeting operational requirements, temporary assignments should be used as opportunities to provide employees with experience which will benefit their career development. First consideration for nonbargaining unit details or other special assignments will be given to nonbargaining unit employees. Selection of employees for temporary assignments should reflect the affirmative action policy of the Postal Service and insure that women and minority employees are utilized in all levels of these assignments.

544.9 Vacancy File

.91 Establishment. For each position filled under the competitive procedure, a vacancy file is established. It is identified and maintained by vacancy announcement number and/or position title.

.92 Contents

.921 *Only* the following documents (or copies) are to be included in the file:

a. Vacancy announcement.

b. Position description and EL-302 qualification standard, if one exists, or the lists of knowledges, skills, and abilities, education, experience, or training requirements which were developed for the position, (See 544.232d).

c. Names, position titles, and grades of all review committee members.

d. Documentation on review committee membership if an exception was made under 544.533b.

e. Forms 991 of all applicants, including their work samples, if provided.

f. Review committee's recommendation memorandum to the selecting official, signed by all committee members.

g. Copies of letters to all non-selected applicants.

h. Name of candidate selected.

i. Memoranda pertaining to the review and approval of the selection.

j. Copies of completed Form 5938-X.

k. A record of any exception allowed to any requirement of this chapter.

.922 Postmaster selection files must also contain:

(a) Form 2459, *Acceptance Letter,* from each candidate.

(b) An organization chart for the vacancy office.

(c) Form 1832, *Employee Complement and Organization Data,* for the vacancy office.

(d) Operating budget of the vacancy office.

(e) Community description of the vacancy office.

(f) A comparative analysis, prepared by the SCM, of the candidates recommended by the Review Committee as well as any local candidate(s) whether or not recommended.

(g) Declination statements from any local eligibles who did not wish to be considered for the vacancy.

(h) Most recent Form 2451, Merit Evaluation, on all recommended and local candidates for vacancies at EAS-18 or above.

(i) Narrative evaluation (Exhibit 544.543) on all applicants considered by the SCM.

.93 Retention

a. The vacancy file is retained in the selecting official's organization for 3 years and then destroyed, unless an audit, investigation, or appeal is pending. The file is subject to review by higher management on a need-to-know basis, and by EEO professionals and officials of the Postal Service. The file may be forwarded through postal management channels to officials of the Office of Personnel Management, Merit Systems Protection Board, and Equal Employment Opportunity Commission who are acting in the performance of their duties.

b. For postmaster vacancies, in addition to the provisions in 544.93a, two complete copies of the selection file will be forwarded to the region with the recommendation. One copy will be retained at the region for two years, and one will be forwarded to Headquarters with the recommendation.

.94 Personal Notes. Any notes made by individual review committee members to assist in evaluating applicants are considered their own property and not records of the USPS. Such notes are not to be circulated among other committee members, nor are they to be included in the vacancy file.

545 Funding

545.1 Relocation Expenses

.11 Reimbursable. Employees who are selected, competitively or non-competitively, as a result of applying or being nominated under a vacancy announcement are entitled to reimbursement of authorized relocation expenses, as described in Chapter 4 of Handbook M-9, *Travel.* This rule also applies when employees voluntarily apply for announced positions at their present or lower grades and are selected. Allowable relocation expenses are paid by the gaining organization.

.12 Nonreimbursable. Relocation expenses are not paid by the Postal Service incident to other voluntary reassignments or other voluntary changes to lower grade positions which are not initiated by management.

545.2 Travel Expenses

Allowable travel expenses for interviews or review committee meetings are borne by the selecting official's organization. [*Exceptions:* 1) PST&DI pays the interview expenses for the placement of MAS Master Instructors who are at or near completion of their 2-year assignments. 2) SCM pays the interview expenses for postmaster vacancies.]

545.3 Salaries

Salaries of selected employees are set in accordance with ELM 410.

546 Reporting Requirements

All competitive promotions made under subchapter 540 will be reported on Form 5938-X, "Report of Non-Bargaining Unit Promotion". The completed Form 5938-X is to be submitted with the Form 50-A to the ELRIC. A copy of the completed 5938-X is to be retained in the vacancy file.

547 Postmaster Selection Procedures

547.1 Coverage

The provisions in this section apply *only* to postmaster vacancies and are in addition to the other provisions in Subchapter 540.

.11 The Postmaster General is the appointing official for all postmaster positions.

.12 The SCM determines the actual dates of installation of newly appointed postmasters, but in every instance such installations must be completed within 30 calendar days of the effective date of the appointment as determined by the Postmaster General.

.13 In order that the National and Regional Directories of Postmasters can be maintained on a current basis, the postal official responsible for the installation of an OIC or a newly appointed postmaster sends copies of the completed Form 2030, *Report of Installation—Postmaster/OIC,* to the appropriate Regional Postmaster Selection Office.

547.2 Authority to Fill Vacancies

.21 The RPMGs authorize the filling of vacant postmaster positions existing within their respective regions.

.22 To the extent possible, all vacancies in postmaster positions must be filled within 120 days of the date the position became vacant. In those instances where the effective date of a vacancy is known in advance by reason of written notification of retirement or resignation of the incumbent, every effort must be made to complete the nomination, selection, and appointment process to preclude the necessity of installing an OIC.

.23 In those instances where the RPMG determines a vacant position is not to be filled pending a final decision on a proposal to discontinue or consolidate a post office, the name of the vacant post office is not included in the list of vacancies published in accordance with 544.24 until a final decision is made to retain the post office.

547.3 Residency Requirement

.31 Postmasters are expected to identify with and be appropriately involved in the communities they serve.

.32 Except for local eligibles appointed to postmaster positions, any newly appointed postmaster who does not reside within the delivery/service area of the post office to which appointed, must move there within one year of the date of appointment. Local eligibles may be required to move if, in the opinion of the RPMG, the employee lives too far away to reasonably fulfill community relations responsibilities. Where an office has no delivery, the SCM will determine the appropriate area where the postmaster will reside. This will be within the service area for the customers of such post offices.

.33 Exceptions to the residency requirement require the approval of the Postmaster General. This authority will not be delegated. Requests for a waiver will be considered only after the appointment has been made. Newly appointed postmasters desiring an exception to the residency requirement must complete Form 2519, *Waiver of Residency Requirement for Newly Appointed Postmasters*, stating the reasons the waiver is requested. This request must include adequate documentation and be submitted to the SCM who recommends approval or disapproval with justification to the RPMG. The RPMG makes an appropriate recommendation to the Postmaster General, who approves or disapproves the request in writing, returned through management channels.

.34 PMG approval of a request for extension of the one year time limit for postmaster relocation also constitutes approval for extension of applicable real estate transaction time limits outlined in Handbook M-9, Travel.

547.4 One-Year Service Requirement

Newly appointed postmasters may not be detailed, reassigned or appointed to another position in the Postal Service until one year has elapsed from the date of appointment as postmaster, except in emergencies with the approval of the RPMG.

547.5 Acceptance Letter

Each candidate for a postmaster position is required to complete and sign Form 2459, *Acceptance Letter*.

547.6 Requirements for Postmaster Positions

.61 For Vacancies Below EAS-18

.611 All candidates must show through their total experience and background that they have the ability or potential ability to manage the post office at which the vacancy exists by demonstrating that they can:

a. Carry out operational plans and procedures economically and efficiently.

b. Operate the post office with an attitude of responsive service to customers.

c. Be fair and objective in dealings with others.

d. Adjust work activities and schedules to meet emergency conditions or unanticipated requirements.

e. Communicate skillfully, both orally and in writing.

f. Accurately maintain basic financial records and stamp stock.

.612 For EAS A-E, candidates from outside the Postal Service must reside in the community (i.e., either in the delivery or service area).

.62 For Vacancies at EAS-18 and Above

.621 Basic Requirements: All candidates must show through their total experience and background that they have the ability to manage the post office where the vacancy exists. This includes the ability to:

a. Foster an attitude of responsive service to customers by the staff.

b. Devise efficient and effective operational plans and procedures.

c. Maintain operating costs and expenditures in proper relationship to the authorized budget.

d. Devise improvements in work methods and procedures.

e. Adjust work activities and schedules to meet emergency conditions or unanticipated requirements.

f. Communicate skillfully both orally and in writing.

g. Define assignments or projects clearly.

h. Delegate authority and responsibility, and work with and through others effectively.

i. Motivate, develop, and supervise employees of varied backgrounds and skill levels.

j. Negotiate effectively with employee groups.

k. Deal fairly and objectively with subordinates.

.622 Experience: Applicants must clearly demonstrate by their experience, within or outside the Postal Service, that they have the ability to organize, plan, and schedule the work of a business-type organization in order to operate efficiently within a fixed budget, assure prompt and accurate service, and develop plans for making the organization capable of responding effectively to seasonal and other variations in the workload. For EAS-24 and above, all the stated experience must have been at an organizational level that provided the employee with a broad perspective of managerial responsibilities, principles and techniques.

Note: For EAS-24 and above, Regions are permitted to adjust these qualifications to accommodate local requirements. Such adjustments are to be included when the Form 990 is sent to Headquarters for nationwide announcement. Any additional minimum requirements are to be expressed in terms of knowledge, skills, or abilities the candidates must possess in order to be considered minimally qualified.

547.7 Local Eligibles

.71 Qualified career employees at the vacancy post office who satisfy the following eligibility requirements and who exercise the right of self-nomination by the timely submission of Forms 991 are designated as eligible candidates.

a. Must be a career employee on the rolls of the vacancy office.

b. Must be at a permanent grade (including saved grade) which is no more than six grades below that of the vacancy. If there are no supervisors in the office permanently assigned to a position which is within six grades of the vacancy, supervisors more than six grades below the vacancy may self-nominate. Any career employee at the vacancy post office is eligible for consideration if the only authorized full time management position is that of postmaster.

c. Must satisfactorily meet the basic requirements and qualification standards.

d. Any employee reassigned to another office within normal commuting distance who has retreat rights and is within grade range is considered as an eligible candidate in the office of origin when the postmaster position is vacant.

.72 Employees at the vacancy office who decline to exercise the right of self-nomination are requested to do so in writing.

.73 All local eligibles must be considered by the SCM when making a recommendation for appointment.

547.8 Limited Applications

Employees are limited to applications for no more than three postmaster vacancies at a time.

547.9 Disclosure of Information

.91 Applicability of the Privacy Act

Postmaster Selection Records are described as Privacy Act System USPS 120.130. The records are, therefore, subject to access under Privacy Act regulations and instructions (39 CFR 266 and ASM 353).

.92 Disclosure to Candidates

Upon written request of candidates, the candidates are allowed access to, or to receive a copy of, each record maintained on them, including evaluative records.

.93 Information which identifies sources who have furnished information about the candidate under an expressed agreement of confidentiality must be excised prior to the release of the record.

.94 The investigative memorandum prepared by the postal inspector may be released *only* by the Inspection Service, and a report must be forwarded to the following address for that purpose: Chief Postal Inspector, U.S. Postal Service, Washington, D.C. 20260-2100. When forwarding, include the candidate's written request.

Exhibit 544.543. Analysis of Postmaster Candidate's Experience, Background and Potential

Postmaster positions are essentially management positions, and as such require people who have demonstrated the basic requirements to manage an efficient operation. This analysis should address the specific experience, training, knowledge, or background the candidate has which realistically supports the capability to perform in the postmaster position.

Evaluators should cite factual information which supports possession, or lack, of the basic requirements, rather than evaluating performance or potential. Use examples of how the candidate demonstrates the requirement in actual work situations, rather than an opinion of the degree to which the candidate possesses it.

The information and questions listed below are intended to guide the thinking and considerations of postal management in evaluating the candidate. The candidate should not be questioned directly for this analysis, rather the evaluator should simply state the information believed to best describe the candidate's experience, training, or knowledge in each of the areas as applicable to the specific postmaster position for which the candidate is being evaluated.

1. Decision Making/Problem Solving

Decisions are made within the framework of policy, with consideration of:

a. What difficulty has the candidate experienced with accepting responsibility, solving problems, making decisions, and taking appropriate action?

b. What decisions has the candidate made that fall outside of established policy, regulations, or precedent?

c. Does the candidate obtain all the facts in a situation and analyze them carefully? (Give examples)

2. Budget Operations

a. What type of budgeting experience has the candidate had (business, farm, home, club or church, etc.)? Cite specifics.

b. Has the candidate ever prepared an annual budget? If so, for what, how much, etc.?

c. Has the candidate had training or education in finance, budgeting, or accounting?

d. Has the candidate ever administered a budget? If so, what kind, how much, for how long, etc.?

e. Has the candidate ever initiated or administered a cost reduction or savings program? Be specific.

3. Planning and Scheduling of Work

Post Office work requires continuous operation 24 hours per day and 365 days per year in many locations. There are also peak periods, such as Christmas, when hundreds of temporary employees may be added to the work force. This makes the planning and scheduling of shifts important to efficient operations. It also points to the need for numbers of training personnel to fill in for illness, vacations, weekends, etc. Keeping trained part-time flexibles is necessary, but having excess personnel is costly and inefficient. The cost of operations can be kept to a minimum by management experienced in planning and scheduling continuous and fluctuating operations. Consider:

a. What kinds of work planning or scheduling the candidate has handled. (Own work, subordinates' work, employees, money, machines, time, etc.) Cite examples.

b. Whether the candidate has short-range (job-by-job) planning or long-range (week or longer) planning experience.

c. The candidate's experience in cyclical or seasonal or peak planning.

d. Whether the candidate's plans incorporate a system for follow-through and controls.

4. Safety and Health

Great expense is involved where employee absenteeism is high and the accident frequency and severity rate is high for injuries to employees. Absenteeism must be kept to a minimum because extra personnel must be available. In an organization the size of the Postal Service this could mean thousands of employees. All of the extra people must be trained and included in the cost of pensions and other benefits. This cost is usually about 25 percent of an employee's salary. The same applies to employees who are injured on the job, with the added cost of Workers' Compensation and misery to the employee. A well managed operation gives priority to controlling absenteeism and safety. Consider:

a. The candidate's understanding of the safety and health responsibilities of a postmaster.

b. How the candidate relates safety and health to efficient operations.

c. What relationship the candidate makes between absenteeism and operating costs.

d. The candidate's personal health and attendance record, including current sick leave balance.

5. Customer and Community Relations

The postmaster has daily occasion to do business with people from all walks of life in the community, and can improve service and reduce costs by convincing industry and business leaders that acceptance of service in non-peak hours, delivery of mail to specific locations, etc., can result in better service and lower cost. It is also important that a favorable Postal Service image is presented to the community. Customer and community relations experience is helpful in this phase of a well managed operation. Consider:

a. What positions the candidate holds in community.

b. Whether the candidate has been active in groups such as chambers of commerce, community improvement associations, homeowners' associations, etc. (Be specific)

c. Whether the candidate has participated in fundraising campaigns and to what extent.

d. The candidate's experience in selling ideas, positions, or recommendations to others, both within and outside of the post office.

The following areas need to be addressed only when the postmaster position under consideration has subordinate career employees:

6. Labor Relations

Management rights included, but are not limited to, hiring, directing, and disciplining employees, and managing the operations. These are the exclusive functions of management and cannot be assumed by employees or other persons, whether by practice, default, or other methods.

Employees and their representatives have certain benefits and rights and these rights have to be respected if an operation is to be well managed. Consider:

a. What is the candidate's understanding of management's rights?

b. What is the candidate's position regarding the rights of employees and of their labor representatives?

c. What actual relationship has the candidate had with organized labor?

7. Equal Employment Opportunity

Postmasters are responsible for the implementation of an effective equal employment opportunity program, including affirmative action in the recruitment and selection of employees. Postmasters must be able to deal fairly and impartially with all employees and customers.

a. What is the candidate's description of an integrated workforce?

b. What does the candidate consider are the qualifications an employee must possess for employment, promotions, job assignments, etc?

c. What specific jobs has the candidate held which required demonstration of sensitivity to the needs, beliefs, and understandings of minority groups?

8. Employee Development

Ideally, the candidate under consideration has developed supervisors within the post office who are recognized as assets; or the candidate has developed people outside of the post office that are recognized in industry as management assets:

a. Cite specific examples of people who have been trained and developed by the candidate. (Use titles, positions attained, methods employed, frequency, etc.)

b. Does the candidate delegate work commensurate with responsibility and authority?

c. Is the advice and counsel of the candidate sought by others? By whom?

d. How does the candidate summarize beliefs on employee development?

9. Supervision

Successful supervision requires both reward and discipline when each is deserved. The supervisor who personally tells an employee about a promotion or a raise in salary, but does not mention poor work performance, absenteeism, or educational deficiencies which can be improved, is not a good manager.

Successful supervision also requires the ability to delegate responsibility to others in the organization, which prevents inefficiency due to work overload and allows the opportunity for development of a subordinate. Larger post offices may have a multi-tour operation as well as several stations or branches.

Experience in control is desirable for efficient operation.

a. What kinds of supervisory experience has the candidate had? (Give titles, numbers, of subordinates, kinds of subordinates, when, etc.)

b. Is the candidate considered a firm or a lenient supervisor? Why?

c. What situations calling for face-to-face discussion with employees has the candidate had? (Explain)

d. What kinds of relationships does the candidate maintain with supervisors at same level? Superiors? Subordinates?

e. How frequently and to what extent does the candidate followup the work of subordinates?

f. What kinds of experience has the candidate had which would require coordinating, directing, and controlling the performance of outlying units such as associate post offices, branches, sales offices, distribution centers, warehouses, regional offices, etc. (Be specific as to exactly what kind, how many, their size, their functions, when, etc.)—*Employee Relations Dept., 5-21-81.*

Chapter 6
Personnel Paperwork

610 Processing Personnel Actions

611 Introduction

611.1 Purpose

.11 Notification of personnel actions are the basic documentation of a person's employment. They provide:

a. An authoritative basis for determining the status and rights of employees, their eligibility for promotion, transfer, reemployment, and other personnel actions.

b. Expeditious payment of retirement refunds and annuities to separated employees.

c. An official basis for salary payments to employees.

.12 This chapter is used by officials who have authority to approve personnel actions. These procedures apply to personnel actions affecting *all* positions. Refer any personnel actions that do not conform because of peculiar situations or unusual conditions through channels for instructions as to proper handling.

611.2 General Requirements

.21 Code of Ethical Conduct. All new employees will be advised of the conduct expected and required of them in the performance of their duties and in general. (See ELM 660.)

.22 Maintenance of Records After Processing. Instructions for the filing and maintenance of prescribed records and forms in the Official Personnel Folder are in subchapter 620.

.23 Required Forms

.231 Legal Requirement. Form 2591, *Application for Employment,* or Form 61, *Appointment Affidavits,* are required by law. No applicant, except those appointed in extreme emergencies, may legally hold or accept employment for more than 60 days without executing one of these forms.

.232 Employees Required to Drive In Line of Duty. SF 46, *U.S. Government Motor Vehicle Operator's Identification Card,* and Form 4582, *Application for Permit and Operator's Records,* are required for employees with driving assignments.

.233 Appointments Requiring Security Investigation. Appointees complete the required security investigation forms, which must be forwarded to the designated office within 3 days after effective date of appointment. SF 87, *Fingerprint Chart,* and Form 2591, are always required. Either SF 85, *Security Investigation Data for Nonsensitive Positions,* or SF 86, *Security Investigation Data for Sensitive Positions,* is required, depending on type of position.

.234 Form 50 and Employee Master Record.

a. When an accession action (NOA 100 series) is to occur, the personnel office prepares a PS Form 50–B, *Request for Personnel Action* (processing copy for new hires only), and forwards it to the appropriate E&LR Information Center (ELRIC) for processing.

b. When processed, the data contained on the Form 50–B establishes the employee's master record at the Postal Data Center (PDC). This master record ensures that the employee is paid properly.

c. Once the master record is established, the PDC will generate and transmit a print image of the Form 50 to the appropriate ELRIC. The ELRIC then produces the 3-part Form 50, *Notification of Personnel Action,* and forwards it by way of the MSC to the appointing office.

d. The 3-part Form 50 provides a new processing copy on the 2nd page of the set. This copy is Form 50–A, *Request for Personnel Action.* The Form 50–A is used for all future actions on the employee. Each time an action is processed, a new 3-part Form 50 is produced, giving the latest information contained on the employee's master record.

e. At no time should a Form 50–B be submitted in lieu of the Form 50–A on an employee with an active master record.

f. If an employee is separated and then rehired at a later date, the personnel office will begin the hiring process by submitting the Form 50–B to the appropriate ELRIC. At no time should they submit the Form 50–A which was produced from the employee's separation action.

611.3 Use of Form 50

.31 Process

.311 Starting. The Form 50 process is started when the appointing office completes a Form 50–A or B, and forwards it to the ELRIC. See flow chart in Exhibit 611.3.

.312 Timing

a. The Form—A or B must be received by the appropriate ELRIC at least 5 days before the effective date of the action, with the exception of separations

FLOW OF PERSONNEL TRANSACTIONS

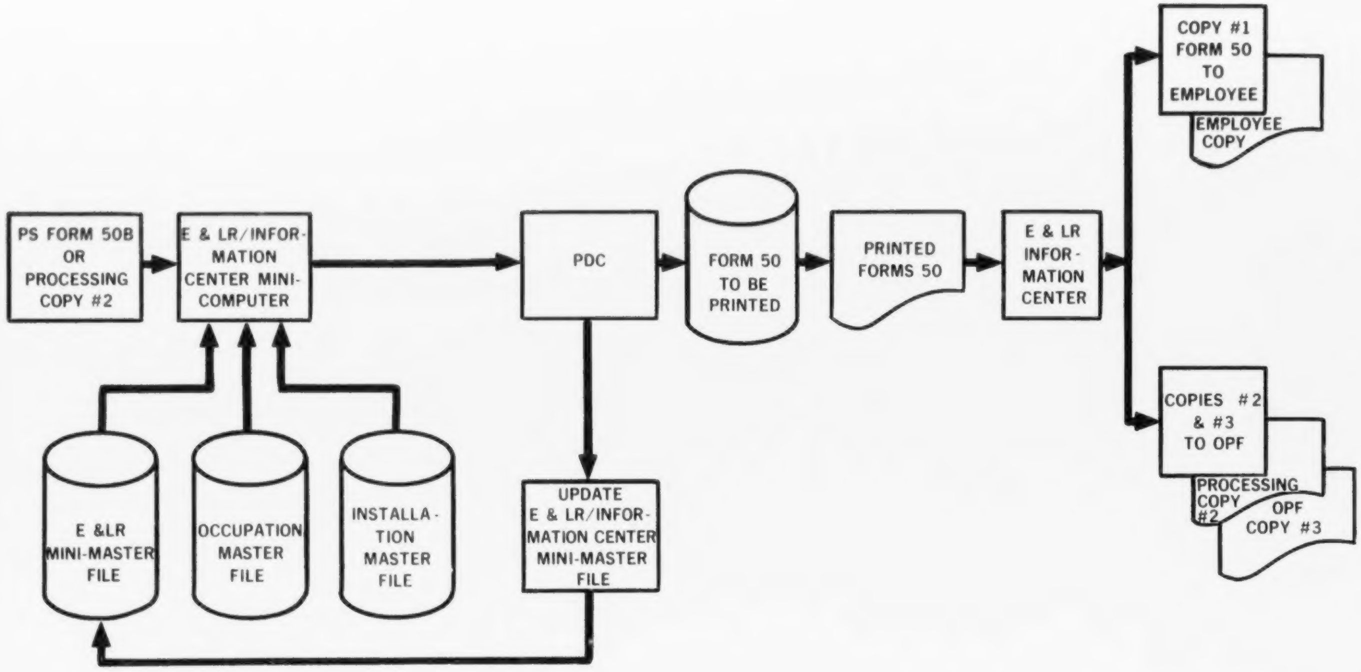

PS FORM 50B OR PROCESSING COPY #2
E & LR/INFORMATION CENTER MINI-COMPUTER
E &LR MINI-MASTER FILE
OCCUPATION MASTER FILE
INSTALLATION MASTER FILE
PDC
UPDATE E & LR/INFORMATION CENTER MINI-MASTER FILE
FORM 50 TO BE PRINTED
PRINTED FORMS 50
E & LR INFORMATION CENTER
COPY #1 FORM 50 TO EMPLOYEE
EMPLOYEE COPY
COPIES #2 & #3 TO OPF
PROCESSING COPY #2
OPF COPY #3

Exhibit 611.3. Flow Chart of Personnel Transactions

where the employee does not give advance notice of intent.

b. Promotion actions and other change actions affecting salary must be set for the beginning of a pay period.

c. If an MSC properly submits a worksheet for a personnel action and does not receive the Form 50, *Notification of Personnel Action,* within a pay period after the effective date of the action, the office will notify the Regional Director, E&LR, through proper administrative channels.

.313 Supporting Documents. All supporting documents, such as Forms 1216, 144, 2809, or W–4, should be forwarded to the PDC in a separate mailing.

.314 Distribution

a. After processing by the ELRIC, the Form 50 is returned to the installation holding the Official Personnel Folder (OPF) and is distributed as follows:

Part 1—Employee copy
Part 2—Processing copy
Part 3—OPF copy

b. Except for separation actions, file Part 2 (processing copy) and Part 3 (OPF copy) in the OPF with carbon left intact. When the next action on an individual is requested, enter the new data on the processing copy while it is still attached to the carbon and OPF copy set. However, the carbon must be removed before entering information in the remarks area. Remarks on the processing copy must be entered separately.

c. The processing copy is signed and forwarded to the ELRIC for action through the responsible MSC. Part 3 remains as a permanent record of the prior action and as a file copy of the requested action.

d. ELRICs keep the Forms 50–A and B processing copies for 30 days before destroying.

e. Part 1, employee copy, is not to be duplicated. It is to be provided directly to the employee by the supervisor or personnel office.

.32 Preparation

.321 Elements. Form 50 is completed by inserting the proper codes in the 99 corresponding numbered blocks (elements) on the form. Exhibit 611.321 provides, for each element, the number, the data element name, the element field size (or number of alpha-numeric characters allowed for each element), and a description of how to make the entry for the element. The standard terminology defined in this and the following exhibits must be used in processing personnel actions.

.322 Nature of Action Codes. Nature of action (NOA) codes have been assigned to specific types of personnel actions. The appropriate NOA Code and description must be entered in elements 79 and 80 on the Form 50 processing copy. Exhibit 611.322 lists the NOA Codes in numerical sequence, and identifies the sections of this subchapter giving instructions for preparing the Form 50 for the specific action.

.323 Minority Data. See 611.4 for minority designation information and explanation of codes to be used in element 36.

.324 Retired Uniformed Services Information. See 611.53 for coding this information in element 88 on Form 50.

.325 Career Conditional Date. See 611.6 for computation of career conditional date, to be entered in element 38 by the PDC.

.326 Service Anniversary PP/YR. See 611.7 for computation of the service anniversary pay period year. The date is PDC generated for element 39.

.327 Handicap Codes. See 611.8 for requirements for reporting accessions of handicapped persons, and the handicap codes to be used in element 37 on Form 50.

.328 Occupation Codes. Occupation codes to be entered in elements 93 and 94 may be obtained from Handbooks P–1, *Position Descriptions—Bargaining Unit Employees,* or P–4, *Standard Position Descriptions.*

.329 Charts for Other Required Codes. The following references contain charts with the codes for the indicated elements on Forms 50–A or B (these exhibits, as well as Exhibit 611.321 and Exhibit 611.322, are placed at the end of the subchapter, just before subchapter 620):

a. Retirement and Leave Computation Dates. Form 144 is used to compute the dates to be entered in elements 14 and 16. See Exhibit 611.329a for method.

b. Next Step Increase PP/YR. Exhibit 611.329b contains the Periodic Step Increase Chart and shows pay period dates through 1993.

c. Educational Level and Academic Discipline Codes. See Exhibit 611.329c for codes to be entered in element 43, and if necessary, in elements 44-45.

d. Labor Distribution Codes. Exhibit 611.329d shows the national format for LDCs. All codes do not apply to all offices. Current LDCs are in Management Instructions FM–920–79–8, FM–920–79–45, and FM–920–79–46 for various types of offices. Enter in element 64.

e. Designation/Activity Codes. See Exhibit 611.329e for designation codes and activity codes, to be entered in element 65.

f. Uniform Allowance Codes. See Exhibit 611.329f for codes to be entered in element 69.

g. Rural Data FLSA Pay Type. See Exhibit 611.329g for explanation of codes for element 76.

h. Quit Codes (Employee's Reasons for Leaving). See Exhibit 611.329h for codes to be entered in elements 84-86, of separations.

i. Remark Codes. See Exhibit 611.329i for codes used for standard remarks in elements 84-87.

j. Unemployment Compensation Codes. All separations must contain an unemployment compensation code in element 87. See Exhibit 611.329j.

k. Rate Schedule and Special Salary Codes. See Exhibit 611.329k for rate schedule codes (RSC) and special salary codes, to be entered in elements 27 and 95.

611.4 Race and National Origin

.41 Requirements for Collection and Retrieval. Federal agencies and the Postal Service are required to collect and maintain race and national origin data on all employees, and to submit any reports required by the Office of Personnel Management (OPM) and the Equal Employee Opportunity Commission (EEOC). The Postal Service is required periodically to review the workforce participation rate of minority employees and to monitor the effectiveness of the Equal Employment Opportunity Program. Race and national origin data to satisfy these requirements must be collected, maintained, and reported in accordance with 29 C.F.R. 1613.301 and .302.

.42 Collection of Data

.421 Responsibility. Use the Privacy Act Statement and code table in 611.422 and the procedures in 611.423 to identify the race or national origin of an individual and take action as follows. No record of the employee's code is to be maintained at the local office.

a. Enter the code of a new employee in element 36 of the accession Form 50–B, and send the form to the ELRIC.

b. For an individual already employed, enter the code in element 36 of Form 50–A (Processing Copy of Form 50) in the following circumstances. Use Nature of Action Code 012.

(*1*) When the employee requests an entry of a code.

(*2*) When other sources indicate that no code is stored in the Employee Master Record. For example, each MSC manager will receive, with the quarterly Minority Census System reports, a list of any employees who do not have minority code, sex, level or a combination of two or all three of those items. It is the MSC manager's responsibility to assure that the appropriate personnel offices promptly obtain the missing data, enter it on Form 50–A, and send it to the ELRIC.

(*3*) When an employee is assigned to Hawaii or Puerto Rico from another state or territory.

(*4*) When an employee is assigned to another state or territory from Hawaii or Puerto Rico.

.422 Race and National Origin Codes. (See charts on next page.)

.423 Procedures to Identify Race or National Origin.

a. Ask the employee to read the Privacy Act Statement in 611.422. Then refer to the appropriate section of the Race and National Origin chart for the geographic area to which the employee is assigned and ask the employee to select the code that best indicates his or her race or national origin.

b. When the self-identification provided by an employee appears to be inaccurate (e.g., employee identifies self as Asian or Pacific Islander, American Indian, or Black, when it seems obvious to an untrained observer that the individual is white, or vice versa) the responsible official will advise the employee as to the purpose for which the data are being collected, the need for accuracy, the recognition of the sensitivity of the data, and the existence of procedures to prevent its unauthorized disclosure. If the employee still refuses to change the categorization, the employee's self-identification will be accepted.

c. If an individual refuses to choose a category identifying his race and national origin, the responsible official must advise the employee as described above. If the employee still refuses, the postal official will code the employee based on visual observation.

.43 Minority Group Statistical System

.431 Policy. Minority designation codes and associated information must be used within the existing minority group statistical system described in 29 CFR 1613.302b which says in part: *(Minority designation) data shall be ... disclosed only in the form of gross statistics.* Consequently, managers and other responsible officials are advised that, except for the specific conditions in 611.433 and certain requirements of the formal EEO complaint investigation process, the linking of an individual's name or social security number with a minority designation code is strictly prohibited.

.432 To satisfy procedural requirements and to safeguard the privacy of individuals, minority designation code data is stored and maintained *only* at Postal Data Centers that maintain employee master records for payroll processing, the USPS Headquarters data center, and the Employee and Labor Relations Information Centers. Only those centers, with appropriate approval, are authorized to retrieve minority designation code data on individual employees.

.433 Exceptions. Exceptions to the procedures and controls may be made only with the advance written approval of the APMG, Employee Relations. Submit requests for such exceptions, in writing, for the review of the Director, Office of EEO, who will forward them to the appropriate approval authority. Included in this category are the following types of projects and activities:

a. All developmental and planned personnel information systems projects involving minority designation code applications.

b. All requests to data bank for retrieval of minority designation code information at locations other than those listed in .432 above.

c. All requests to retrieve minority designation code data from a PDC or the USPS Headquarters data center, or an Employee and Labor Relations Information Center. (See ELM 313.432).

611.5 Employing Retired Members of Uniformed Services

.51 Hiring Policies

.511 Veteran Preference. Retired members of the Uniformed Services are considered preference eligibles for retention standing purposes for reduction in force, only if they meet one or more of the conditions of section 12(b) of the Veterans' Preference Act of 1944, as amended. There are three conditions:

a. Their retirement was based on disability resulting from injury or disease received in the line of duty as a

RACE AND NATIONAL ORIGIN IDENTIFICATION

Specific Instructions: The categories below are designed to identify your basic racial and national origin category. If you are of mixed racial and/or national origin, identify yourself by the category with which you most closely identify yourself.

	Name of Category	Definition of Category
		Categories for Use in all Jurisdictions Except Hawaii and Puerto Rico
A	American Indian or Alaskan Native.	A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.
B	Asian or Pacific islander.	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example China, India, Japan, Korea, the Philippine Islands, and Samoa.
C	Black, not of Hispanic origin.	A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic).
D	Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.
E	White, not of Hispanic origin.	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). Also includes persons not included in other categories.
		Categories for Use in Hawaii
A	American Indian or Alaskan Native.	A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.
C	Black, not of Hispanic origin.	A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic).
D	Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.
E	White, not of Hispanic origin.	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). Also includes persons not included in other categories.
F	Asian Indian	A person having origins in any of the original peoples of the Indian subcontinent (i.e., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan).
G	Chinese	A person having origins in any of the original peoples of China.
H	Filipino	A person having origins in any of the original peoples of the Philippines.
J	Guamanian	A person having origins in any of the original peoples of Guam (e.g., Chamorro).
K	Hawaiian	A person having origins in any of the original peoples of Hawaii. Includes persons who are Part Hawaiian and identify most closely with the Hawaiian category.
L	Japanese	A person having origins in any of the original peoples of Japan.
M	Korean	A person having origins in any of the original peoples of Korea.
N	Samoan	A person having origins in any of the original peoples of Samoa.
P	Vietnamese	A person having origins in any of the original peoples of Vietnam.
Q	All Other Asian or Pacific islanders.	A person having origins in any of the original peoples of Asia or the Pacific Islands not included in codes F through P above.
		Categories for Use in Puerto Rico
D	Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.
Y	Not Hispanic in Puerto Rico.	A person not of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico.

direct result of armed conflict, or caused by an instrumentality of war and incurred in the line of duty during a period of war as defined in 38 U.S.C. 101 and 301. This includes:

(*1*) World War I (April 6, 1917 to November 11, 1918; in case of a veteran serving with U.S. military forces in Russia, April 6, 1917 to April 1, 1920);

(*2*) World War II (December 7, 1941 to December 31, 1946);

(*3*) The Korean conflict (June 27, 1950 to January 31, 1955);

(*4*) Vietnam conflict (July 3, 1963 to May 7, 1975);

(*5*) Any period of continuous service performed by the veteran after December 31, 1946 and before July 26, 1947, if the period began before January 1, 1947.

b. Their service did not include 20 or more years of full time active service, regardless of when performed but not including periods of active duty for training. Any person whose retirement is based on at least 20 years of active service (excluding training duty) is considered to have 20 or more years of full time active service, even if this actual day-for-day service totals less than 20 years. Example: An enlisted person who transferred to the Navy Fleet Reserve after 19 years and 6 months of actual service, but received credit for 20 years of service for retirement purposes, would be considered to have 20 years of full time active service.

c. Immediately prior to December 1, 1964, they were employed in a civilian office to which the Veterans' Preference Act applies, and on and after such date they continued to be employed in any such office without a break in service of more than 30 days.

.512 Dual Compensation. The Dual Compensation Act provides that retired regular commissioned or warrant officers of any of the uniformed services who are hired in a civilian position will receive the full salary of that position, but will have their retired pay reduced to an annual rate of $2,000 plus one-half of any remainder. A total exemption from this reduction in retired pay is provided for regular officers retired for *combat disability.* A *first-30-day* exemption is provided for retired regular officers employed on a temporary part-time or intermittent basis. Retired nonregular officers and retired enlisted personnel are not subject to any reduction in retired pay when employed in civilian positions.

.52 Pay Grades & Titles Reference. See Exhibit 611.52 for pay grades and titles for members of the uniformed services.

.53 Form 50–B Information. Element 88, Free Form Remarks, on all Forms 50 effecting appointment of retired members of the uniformed services must include the following information:

a. If appointee is entitled to veteran preference but is not considered a preference employee for reduction in force purposes, enter: *Your veteran preference not applicable for reduction-in-force purposes.* (In these cases, element 9 is also completed, to show type of preference.)

b. As the last item in element 88, add the following in the order listed:

(*1*) RETO = A retired commissioned or warrant officer; RETM = A retired enlisted person.

(*2*) Identify the uniformed service from which retired:
A = Army
N = Navy
AF = Air Force
MC = Marine Corps
CG = Coast Guard
NOAA = National Oceanic and Atmosphere Administration
PH = Public Health Service

(*3*) Effective date of retirement (month, day, year), e.g., *02-15-78.*

(*4*) Service number.

(*5*) Rank when retired; show in terms of pay grade. (See applicant's DD–214.)

(*6*) Regular or nonregular:
reg = regular
nonreg = nonregular

(*7*) Whether appointee has 20 or more years of active service:
20 = 20 or more years
less 20 = less than 20 years

(*8*) Whether retirement was based on combat disability:
combt = yes
noncombt = no

(*9*) Whether appointee is a regular officer excepted under section 201(e) of P.L. 88–448 from reduction in retired pay:
201e = appointee is excepted under this section of the law
If it is also an exception granted by the Office of Personnel Management, add the authority for the exception, e.g. 201e CSC Reg. or *201e CSC Ltr (date). Note:* Item (9) is left blank unless item (4) is recorded *RETO* and item (6) is recorded *reg.*

c. The following examples show how the information in 611.63b is to be entered:

—RETO / A / 01-15-65 / 000000000 / 03 / reg / 20 / noncmbt / 201e CSC Reg
—RETO / PH / 12-10-72 / 000000000 / 0-6 / reg / 20 / noncmbt / not 201e
—RETO / AF / 11-20-73 / 000000000 / 0-8 / nonreg / 20 / noncmbt
—RETO / N / 04-30-75 / 000000000 / E-S / reg / less 20 / noncmbt
—RETO / MC / 07-18-76 / 000000000 / W-2 / reg / 20 / noncmbt / not 201e
—RETO / A / 05-01-77 / 000000000 / E-5 / nonreg / less 20 / noncmbt
—RETO / A / 01-15-78 / 000000000 / 0-7 / reg / 20 / cmbt / not 201e

.54 Reporting to Finance Centers

.541 General. The finance centers of the uniformed services need to know when retired officers are hired in civilian positions, to effectively administer the reduction in retired pay provisions of the Dual Compensation Act.

Uniformed Services Pay Grades and Titles (Ranks)

Enlisted Personnel

Pay Grade	*Army*	*Navy and Coast Guard*	*Air Force*	*Marine Corps*
E-1...	Private	Seaman Recruit	Airman Basic	Private
E-2...	Private	Seaman Apprentice	Airman, 3d Class	Private, 1st Class
E-3...	Private, 1st Class	Seaman	Airman, 2d Class	Lance Corporal
E-4...	Corporal; Specialist	Petty Officer, 3d Class	Airman, 1st Class	Corporal
E-5...	Sergeant; Specialist	Petty Officer, 2d Class	Staff Sergeant	Sergeant
E-6...	Staff Sergeant; Specialist	Petty Officer, 1st Class	Technical Sergeant	Staff Sergeant
E-7...	Platoon Sergeant Sergeant, 1st Class Specialist	Chief Petty Officer	Master Sergeant	Gunnery Sergeant
E-8...	Master Sergeant; First Sergeant	Senior Chief Petty Officer.	Senior Master Sergeant	First Sergeant; Master Sergeant
E-9...	Sergeant Major	Master Chief Petty Officer	Chief Master Sergeant	Sergeant Major; Master Gunnery Sergeant

(Note: Environmental Science Services Administration (Coast and Geodetic Survey) and Public Health Service do not have enlisted personnel.)

Officer Personnel

Pay Grade	*Army, Air Force, and Marine Corps*	*Navy, Coast Guard, and Coast and Geodetic Survey*	*Public Health Service*
W-1..	Warrant Officer	Warrant Officer	
W-2..	Chief Warrant Officer	Chief Warrant Officer	
W-3..	Chief Warrant Officer	Chief Warrant Officer	
W-4..	Chief Warrant Officer	Chief Warrant Officer	
O-1...	Second Lieutenant	Ensign	Junior Assistant
O-2...	First Lieutenant	Lieutenant (jg)	Assistant Grade
O-3...	Captain	Lieutenant	Senior Assistant Grade
O-4...	Major	Lieutenant Commander	Full Grade
O-5...	Lieutenant Colonel	Commander	Senior Grade
O-6...	Colonel	Captain	Director Grade
O-7...	Brigadier General	Rear Admiral (lower half)	Assistant Surgeon General
O-8...	Major General	Rear Admiral (upper half)	Assistant Surgeon General
O-9...	Lieutenant General	Vice Admiral	(Note: PHS does not use grades 0-9 or O-10.)
O-10.	General	Admiral	

(Note: Environmental Science Services Administration (Coast and Geodetic Survey) and Public Health Service do not have warrant officer grades).

Exhibit 611.52. Uniformed Services Pay Grades and Ranks.

.542 What to Report. The PDCs must report promptly to the appropriate finance center all appointments of retired officers of any of the uniformed services, whether they are regular or nonregular, subject to the reduction in retired pay provisions or not, and whatever the basis of retirement. PDCs do not report the employment of retired enlisted personnel. If there is any doubt about an appointee's status as officer or enlisted person, the PDC will report the accession. The finance center determines the appointee's status and the effect of the Dual Compensation Act on the appointee.

.543 How to Report. A photostat or other permanent type copy of the Form 50 must be sent to the appropriate finance center whenever a retired officer is employed.

.544 Finance Centers. Each of the seven uniformed services has a retired pay finance center. They are:

Army
Command General
Finance Center, U.S. Army
Attn: Chief, Retired Pay Division
Indianapolis, IN 46249

Navy
Commanding Officer
Retired Pay Department
U.S. Navy Finance Center
Cleveland, OH 44114

Air Force
Air Force Accounting and Finance Center
Directorate of Allotment of Retired Pay
3800 York Street
Denver, CO 80205

Marine Corps
Marine Corps Finance Center
Retired Pay Division
Kansas City, MO 64197

Coast Guard
Commandant (FP-4)
U.S. Coast Guard Headquarters
Washington, DC 20226

National Oceanic and Atmospheric Administration
(Environmental Science Services Administration,
formerly Coast and Geodetic Survey)
Chief, Commissioned Personnel Division
NOAA, Attn: CC1
Rockville, MD 20852

Public Health Service
Commissioned Officer's Pay Unit
Central Payroll Division (DHEW)
P.O. Box 1620
Washington, DC 20013

.55 Requests from Finance Centers

Finance centers may find it necessary to ask for information about individual employees. (For example, a finance center may ask the Postal Service to certify the days of the month a retired officer received salary.) Information should be provided in the form requested. If the postmaster or other appointing officer can not determine from the documents furnished by the appointee whether the latter is a regular or nonregular retired officer, the appointing officer should request the military finance center to advise if any correction is required on the basis of new information received.

611.6 Career Conditional Date

.61 Purpose

.611 In the administration of Article VI of the National Agreement, calculation of career conditional date (CCD) is necessary to establish relative retention rights between and among groups of bargaining unit employees. Like the retirement computation date, CCD must only be calculated once for each employee and is entered in Item 38 of Form 50-B.

.612 This method for determining the CCD is intended to be consistent with the regulations of the Office of Personnel Management (OPM) for determining career tenure status for reduction in force purposes. To the extent the method is inconsistent with those regulations, or if OPM regulations are modified in the future, the OPM regulations control.

.62 General Coverage. A CCD is to be computed for all employees covered under the terms of the 1978 National Agreement who enter (or have entered) full-time, part-time regular, or part-time flexible positions on or after September 16, 1978.

.63 Definitions. These definitions are applicable only for the administration of Article VI of the National Agreement:

a. Career Conditional. Employees with less than three years of generally continuous career federal service are considered to be career conditional. See 611.64, .65, and .66 for specific guidance concerning the calculation of creditable service.

b. Career. Employees with three years or more of generally continuous career federal civilian service are considered to be career.

.64 Determining Creditable Service For Computation of CCD. Certain intervening temporary, excepted, and military service is creditable under one the following conditions:

a. Service must begin with one of the following dates:

(*1*) The date of nontemporary excepted appointment (only when the service has been continuous and the employee: (a) acquired competitive status, or (b) had the appointment converted to a career conditional appointment, based on the position having been brought into the competitive service).

(*2*) The date of appointment to a position on the White House staff or in the immediate office of the President (only when service has been continuous and the employee transferred to a competitive position on the basis of the earlier White House service).

(*3*) The date of nontemporary excepted appointment in the Foreign Service of the State Department, or the U.S. Information Agency.

(*4*) The date of temporary appointment pending establishment of a register (TAPER), provided the employee had the TAPER employment changed by conversion or by an appointment without a break in service of a work day to a career or career conditional appointment from a Civil Service register.

(*5*) The date of transitional or veterans readjustment appointment (only when the appointment is converted to career or career conditional appointment).

(*6*) The date of temporary appointment pending establishment of a register, providing the appointment is converted to career executive assignment.

b. Excepted, temporary limited, military, and District of Columbia service intervening between periods of creditable service is creditable when it intervenes between two periods of creditable service without a single break in service of more than 30 calendar days. Such service is considered to be continuation of preceding creditable service under these conditions, and applies to periods of service in the:

(*1*) legislative branch,

(*2*) judicial branch,

(*3*) other parts of the excepted service,

(*4*) District of Columbia, and

(*5*) armed forces.

.65 Substantially Continuous Creditable Service Guidelines

.651 Time Off the Rolls. The following time off the rolls does not interrupt substantially continuous service, and it is counted as continuous service:

a. Breaks of 30 calendar days or less.

b. Breaks caused by entry into or return from military service, or defense transfer with reemployment rights, provided that the employment is in federal or Postal Service during the period of statutory, or regulatory restoration or reemployment rights.

c. Breaks caused by transfer to and from international organizations, provided reemployment in the federal or Postal Service is secured by statutory or regulatory restoration or reemployment rights.

d. Breaks incident to a restoration to correct an unjustified or unwarranted separation.

e. Breaks following separation by reduction-in-force of employees who are eligible for entry on the reemployment priority list, provided that employment in the federal or Postal Service is secured during the period of reemployment priority.

f. Breaks caused by service as a Peace Corps volunteer, provided that reemployment is secured in the federal or Postal Service within 90 days after release from volunteer service or from training prerequisite to enrollment as a volunteer.

g. Breaks because of employment in a non-federal organization which occurred because a federal function was transferred to the organization by law, provided the employee:

(*1*) Moved as a result of the function transfer to the non-federal organization without a break in service of more than three days and,

(*2*) Is reemployed by a nontemporary appointment in the competitive service, without a break in service of more than 30 calendar days, after separation from the non-federal organization.

.652 Breaks of More Than 30 Calendar Days. If the employee has not completed a 3-year period of substantially continuous creditable service, a single break in service of more than 30 calendar days will require the beginning of a new 3-year period, except as provided in .651a–g.

.653 Nonpay Time on Agency Rolls. Periods of time on the rolls in a nonpay status are not breaks in service and do not require the beginning of a new 3-year period. However, this nonpay time is credited toward the 3-year period only to the extent provided in .64a.

.66 Rules for Computing Substantially Continuous Creditable Service

.661 Credit is granted for all leave with pay, and for time on the rolls in a nonpay status, i.e., leave without pay, suspension, and absence without pay, which does not exceed six months total in a calendar year.

.662 Full time employment is counted from the date of appointment to date of separation, unless it contains noncreditable nonpay status on the rolls. Former part-time regular and part-time flexible Postal Service employment is computed the same way as full time service.

.663 Part-time employment in the federal competitive service is counted as follows:

a. Employment under a prescheduled regular tour of duty is counted as calendar time in the same way that full-time service is counted.

b. Employment with no prescheduled regular tour of duty is counted as one day for each day the employee is in a pay status. For this purpose, 780 days in a pay status are equivalent to 3 years' service, but the service requirement may not be satisfied in less than 3 years of calendar time.

.67 Extension of Waiting Period When On USPS Rolls

.671 Credit of Nonpay Status.

a. The first 30 calendar days of each period of continuous nonpay status is counted if it is during full-time employment, or during part-time employment under a prescheduled regular tour of duty. Nonpay status in excess of 30 calendar days extends the 3-year waiting period by the amount of the excess.

b. For example, an employee appointed 5-1-79 could be eligible for career status on 5-1-82. If however, the employee took leave without pay from 8-1-79 to 10-

15-79 (2 months, 14 days), this would extend the waiting period by the amount of the excess over 30 calendar days (i.e., by 1 month and 14 days) and the new completion date would be 6-15-82. This date may be established by extending the date each time an excess amount of nonpay time occurs or by waiting until the original 3-year anniversary date is reached, and adding the total excess for the period to the original 3-year anniversary date. If the employee should take leave without pay again from 1-2-81 to 2-5-81 (1 month, 13 days), the completion date would be extended by 13 days to 6-23-82.

c. There are, however, three exceptions under which full calendar time is credited for nonpay status on the rolls, as follows:

(*1*) Nonpay status while receiving monthly disability benefits from the Office of Workers Compensation Program (OWCP). The time is counted as a continuation of the employee's service at the time of injury.

(*2*) Nonpay status incident to entry into or return from military service or in periods of national emergency, from defense transfer, provided that employment in federal service occurs within the period of statutory or regulatory restoration or reemployment rights.

(*3*) Any single period of nonpay status because of movement to or return from international organizations, provided federal reemployment is secured by statutory or regulatory restoration or reemployment rights.

.672 Credit of Time Off the Rolls. No credit is given for breaks in service, except under the following conditions:

a. Any period of nonemployment is counted up to a maximum of 30 calendar days when the break in service follows separation by reduction in force of an employee who is eligible for entry on the reemployment priority list, if Federal reemployment occurs during the period of reemployment priority.

b. Any period of nonemployment is counted in its entirety when it is incident to entry into or return from military service or return from defense transfer, provided employemnt in the federal service is secured within the statutory or regulatory restoration rights or reemployment rights.

.673 Credit of Time During Suspension or Separation. Upon restoration after separation, suspension, or furlough, the allowance of service credit depends on the following:

a. The employee is considered to have rendered service throughout the period for which the personnel action was in effect, if:

(*1*) the employee was restored on the basis of a timely appeal or administrative determination that the separation, suspension, or furlough was unjustified or unwarranted, and

(*2*) the employee is restored retroactively as of the effective date of the original adverse action. The employee is given service credit for the entire period.

b. When a timely appeal or an administrative determination shows a separation, suspension, or furlough was unjustified or unwarranted, but in the meantime the employee has been properly separated from the rolls (e.g. resignation, retirement, removal, layoff, reduction in force, expiration of appointment, or transfer to another agency), the correction and the additional service credit to be given to the employee will in no case extend beyond the date of the proper separation.

611.7 Service Anniversary Pay Period Year

.71 Purpose. The Service Anniversary Pay Period Year is based on the effective date of appointment and is used to differentiate between employees who are subject to layoff and those protected from possible layoff under the provisions of Article VI of the National Agreement.

.72 PDC Computation of Service Anniversary PP/YR

.721 A pay period 21–71 Service Anniversary PP/YR has already been established for employees granted protection from layoff by virtue of their employment status prior to September 16, 1978.

.722 All other employees covered under the terms of the National Agreement will have a Service Anniversary PP/YR matching the pay period and year of their individual appointment. This PP/YR is entered in Item 39 on the Form 50.

.723 At the end of each nonprotected employee's service anniversary year, the previous 26 pay periods are analyzed to determine if the employee has met the 20 pay periods of *work* as defined in Article VI. If the work requirement is not met, the employee's Service Anniversary PP/YR is changed to the current year starting a new 6-year period in a non-protected status. When the employee's Service Anniversary PP/YR is changed, a Form 50 is issued showing the change.

.724 If an employee leaves a bargaining unit covered by the terms of Article VI of the National Agreement, the Service Anniversary PP/YR is blanked out and a remark generated on the appropriate Form 50 showing the pay period and year previously contained in Item 39.

.73 Conditions Requiring Manual Entry

.731 If the Service Anniversary PP/YR is incorrect or missing for a covered employee, enter the correct PP/YR in Item 39 on Form 50–B using NOA Code 002 Correction.

.732 If a former employee who was on the rolls on September 15, 1978 in a covered position is reinstated or reemployed, PP/YR 21–71 is entered in Item 39 on Form 50–B. This will override any PDC-generated Service Anniversary PP/YR.

.733 If a nonprotected employee leaves the USPS and returns to a covered position with a break in service of less than 30 days, enter the Service Anniversary PP/YR shown in the remarks section of the separation Form 50 in Item 38 on the accession Form 50–B. If the employee was separated for longer than 30 days, make no entry in Item 38 on Form 50–B.

.734 If a covered nonprotected employee leaves a bargaining unit position for a noncovered USPS position, and returns to a covered position within 2 years:

a. Calculate the fully completed anniversary years at the time the employee left the covered position from the information on the Form 50 reassigning or promoting the employee to the noncovered position.

b. Enter the pay period of the effective date of the personnel action moving the employee back into a covered position and the current year minus the number of previously fully completed anniversary years in Item 38 on the Form 50–B reassigning the employee back to a covered position.

611.8 Reporting on Accessions of Handicapped Persons

.81 Criteria for Reporting

.811 Handicap Codes. The codes in Exhibit 611.811 correspond to those appearing in Part 1, Section C of the Form 2485. The codes should be applied in determining reportable handicaps under the program; and are entered in element 37 of Form 50, as applicable.

.812 Other Impairments. Other impairments, not specifically listed in the handicap codes, but which are relative static and serious enough to present a placement problem, (for example, rheumatic fever, phobia of heights, and neurological conditions) should be reported under the code which most nearly describes the affected part of the anatomy (body or mind). For example, residuals of rheumatic fever affecting the heart should be reported under codes 80 or 81, depending on severity; and phobia of heights and neurological conditions, under code 91.

.82 Checking Use of Proper Code. The employee with responsibility for hiring must check Part 1, Section C on Form 2485 after completion by the examining physician against the designations in the exhibit, to verify that the code accurately reflects the physical limitations that the physician has put on the form. In questionable cases, the appointing officer should consult the post office medical officer or contact the examining physician for clarification. In the case of multiple disabilities, the code which describes the impairment that would most likely result in placement difficulties should be used.

Handicap Codes

Handicap	Definition/Explanation	Code
Handicap not identified	Individual does not wish to have handicap status officially recorded outside of medical records, or the individual, in the agency's judgment, has misidentified self.	01
No Handicap	No handicap of the types listed in the codes below.	04
Speech Impairments		
Severe speech malfunction or inability to speak, but has normal hearing.	Examples: defects of articulation (unclear speech sounds); stuttering; aphasia (impaired language function); laryngectomy (removal of the "voice-box")	13
Hearing Impairments		
Hard-of-Hearing	Total deafness in one ear or inability to hear ordinary conversation, correctable by a hearing aid.	15
Total deafness in both ears, with understandable speech	....	16
Total deafness in both ears, and unable to speak clearly.	....	17

Exhibit 611.811 Handicap Definitions and Codes. (p.1)

Handicap Codes

Handicap	Definition/Explanation	Code
Vision Impairments		
Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision	Restriction of the visual field to the extent that mobility is affected - "Tunnel vision"	22
Inability to read ordinary size print, not correctable by glasses	Can read oversized print or uses assisting devices such as glass or projector modifier	23
Blind in one eye		24
Blind in both eyes	No usable vision, but may have light perception	25
Absences of Extremities (missing)		
one hand	....	27
one arm	....	28
one foot	....	29
one leg	....	32
both hands or arms	....	33
both feet or legs	....	34
one hand or arm *and* one foot or leg	....	35
one hand or arm *and* both feet or legs	....	36
both hands or arms *and* one foot or leg	....	37
both hands or arms *and* both feet or legs	....	38
Nonparalytic Orthopedic Impairments Chronic pain, stiffness or weakness -	Because of chronic pain, stiffness or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body	
one or both hands	....	44
one or both feet	....	45
one or both arms	....	46
one or both legs	....	47
hip or pelvis	....	48
back	....	49
any combination of two or more parts of the body	....	57
Partial Paralysis	Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk. (This definition applies to the next eight handicaps listed.)	
one hand	....	61
one arm, any part	....	62
one leg, any part	....	63
both hands	....	64
both legs, any part	....	65
both arms, any part	....	66
one side of body, including one arm and one leg	....	67
three or more major parts of the body	....	68

Exhibit 611.811 Handicap Definitions and Codes. (p.2)

Handicap Codes

Handicap	Definition/Explanation	Code
Complete Paralysis	Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including arms, legs and/or trunk. (This definition applies to the next nine handicaps listed.)	
one hand		70
both hands		71
one arm		72
both arms		73
one leg		74
both legs		75
lower half of body, involving legs		76
one side of body, including one arm and one leg		77
three or more major members of the body (arms, legs)		78
Other Impairments		
Heart disease - with no limitation or restriction of activity	A history of heart problems with complete recovery	80
Heart disease - with limitation or restriction of activity		81
Convulsive disorders	Example: epilepsy	82
Blood diseases	Examples: sickle cell disease, leukemia, hemophilia, etc.	83
Diabetes - under control	With no limitation or restriction of activity	84
Diabetes - with limitation or restriction of activity	Limitation of activity due to complications such as retinitis, neuritis, etc.	85
Pulmonary or respiratory disorders	Examples: tuberculosis, emphysema, asthma, etc.	86
Kidney dysfunctioning	Example: if dialysis (use of an artificial kidney machine) is required, etc.	87
Cancer - complete recovery.	A history of cancer with complete recovery.	88
Cancer	Undergoing surgical and/or medical treatment.	89
Mental retardation	A chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment. As certified by State Vocational Rehabilitation Agency under section 213.3102(t) of Schedule A.	90
Mental or emotional illness	A history of treatment for mental or emotional problems	91
Severe distortion of limbs and/or spine	Examples: dwarfism, kyphosis (severe distortion of back), etc.	92
Disfigurement of face, hands, or feet	Examples: distortion of features on skin, such as those caused by burns, gunshot, injuries, and birth defects (gross facial birth marks, club feet, ect.)	93

Exhibit 611.811 Handicap Definition and Codes. (p.3)

612 Accessions

612.1 General

.11 Definition. An accession is any personnel action which adds an employee to the rolls of the Postal Service.

.12 General Requirements

.121 Procedures. Policies on accessions and preappointment suitability procedures are in Chapter 3. For all appointments from a register of eligibles, the *Hiring Worksheet* number must be shown in element 88 on the Form 50–B.

.122 Social Security. See ELM 570 for instructions relating to social security coverage for employees covered by that act. Social security numbers are included on each Form 50, regardless of whether the employee is covered under the Social Security or Retirement Act.

612.2 Career Appointment (Code 100)

.21 Definition. An appointment to an authorized career position, without time limitation, requiring the completion of a probationary period.

.22 Authority. 39 U.S.C. 1001.

.23 Prior Federal or Military Service. If the appointee claims prior Federal service, military or civilian, the claimed service should be verified before appointment, whenever possible. If the appointee is transferring from another Federal agency, verify the prior service on SF 75, *Request for Preliminary Employment Data,* or by letter or telephone. If unable to verify the prior service immediately when Form 50–B (worksheet) is prepared, indicate date of employment in elements 14 and 15. When verification of service is received, process a subsequent action with NOA Code 882, *Change Service Dates.* (Use current pay period effective date in element 1.)

.24 Processing Employment Forms. See Exhibit 612.24 for required forms.

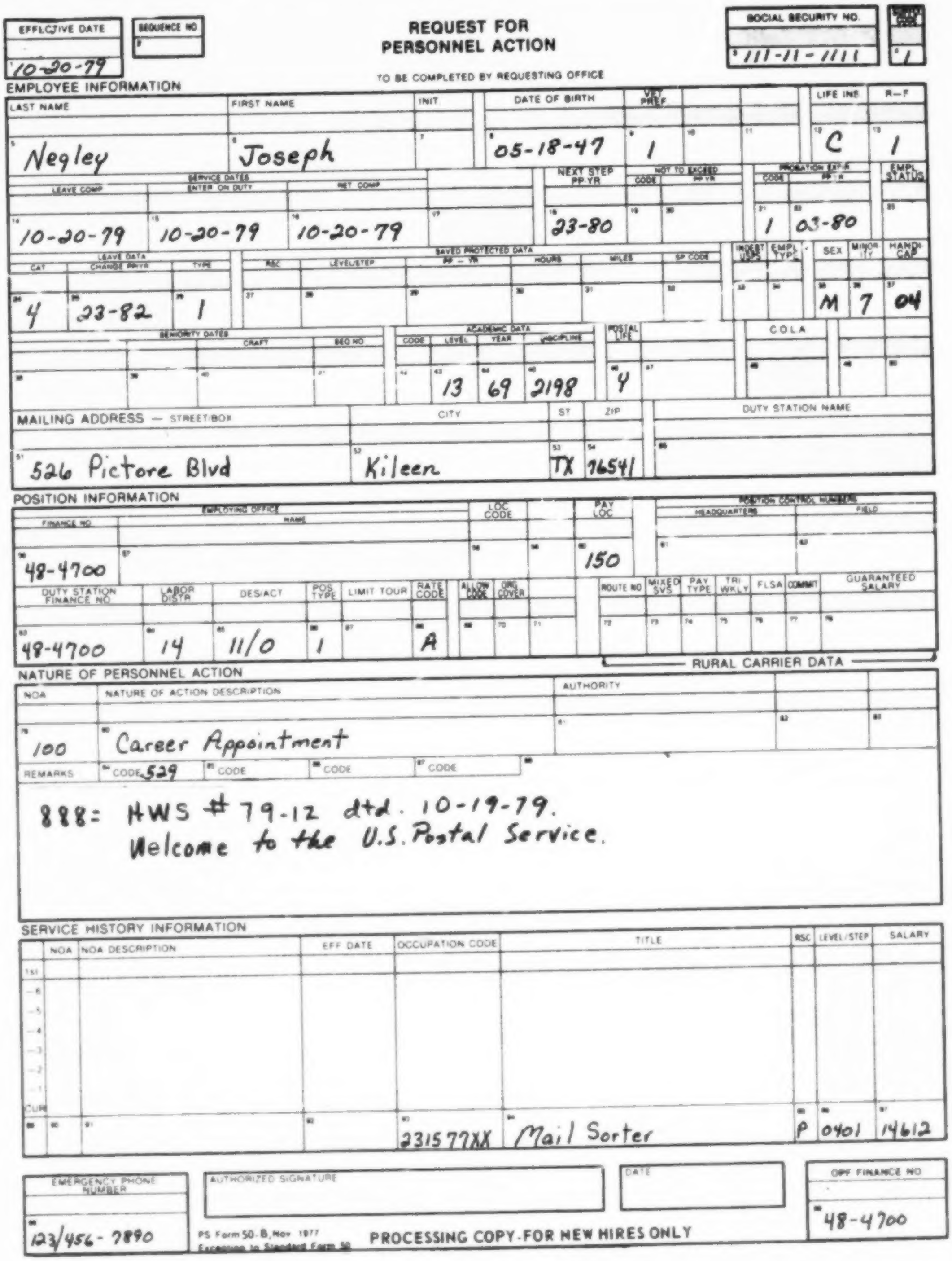
.25 Completing Form 50-B. Complete elements 1-99 on Form 50-B, *Request for Personnel Action,* according to Exhibit 612.25a, Form 50-B for career appointment; or Exhibit 612.25b, Form 50-B for career appointment of military retirees.

Form No.	Title	Preparation Instructions	Use
Appointment Forms			
SF 15	Claim for 10-Point Veteran Preference	Prepare one form.	Use if appointee claims 10 point preference (disability, spouse, widow/widower, mother).
PS 61	Appointment Affidavit	Prepare original only.	
SF 75	Request for Preliminary Employment Data	Must be sent to losing agency or losing USPS office.	Use to request leave record from previous Federal agency or USPS office.
PS 144	Statement of Prior Federal Civilian and Military Service	Prepare in duplicate. Forward copy to PDC. If Form 144 cannot be completed at time of appointment, indicate on Form 50, element 88, that a copy of Form 144 will be submitted as soon as possible.	Use to complete retirement and leave computation dates.
PS 2485	Certificate of Medical Examination (2-part set)	All items relating to appointee's fitness for position must be answered and appointee must sign the form in ink. See ELM 860.	
PS 2486	Medical Report		Form is completed by medical officer
PS 2591	Application for Employment	Review to be sure appointee has followed instructions. Form must be signed in ink and dated by appointee.	
Security Forms			
PS 85	Non-Sensitive Security Clearance	Prepare one form. Note: Item 1(a) must show full first, middle, and last name. If appointee has no middle name, show NMN.	Use for nonsensitive positions.
SF 86	Security Investigation Data for Sensitive Position	Prepare in triplicate. Note: See PS 85.	Use for sensitive positions.
SF 87	Fingerprint Chart	Prepare one form. All items must be completed according to instructions on reverse of form.	Use for sensitive positions.
Payroll Forms			
W-4	Employee's Withholding Exemption Certificate	Prepare one form. Forward to PDC. Review to be sure that appointee has signed and dated form.	
PS 1192	Authorization for Purchase of U.S. Savings Bonds	Prepare original only.	Use if appointee wants to authorize purchase of bonds through payroll allotments.
SF 2806	Individual Retirement Record, Civil Service Retirement System	Prepare original only. Forward form to PDC.	Starts employee's record for Civil Service retirement system.

Exhibit 612.24 Processing Required Employment Forms (p.1)

Form No.	Title	Preparation Instructions	Use
Insurance Forms			
SF 51	Request for Insurance	Prepare in duplicate.	Use if appointee previously filed SF 176 waiving or declining life insurance coverage, but now wishes to be covered. SF 51 requests cancellation of the waiver or declination. (See ELM 535.8 for requirements to be met by employee.)
SF 54	Designation of Beneficiary (FEGLI)	Prepare in duplicate.	Use if appointee wants to change standard order of precedence.
SF 105	Certificate of Membership – U.S. Civil Service Retirement System	Prepare one form. Enter appointee's name on certificate.	
SF 176	Election, Declination, or Waiver of Life Insurance Coverage	Use if appointee does not want to be insured.	
SF 1152	Designation of Beneficiary (Unpaid Compensation of Deceased Civilian Employee)	Prepare in duplicate. Forward to OPM as indicated on form.	Required if appointee wants to change standard order of precedence.
SF 2808	Designation of Beneficiary, Civil Service Retirement System	Prepare in duplicate. Forward to OPM.	Use if appointee wants to change standard order of precedence.
SF 2809	Health Benefits Registration Form	Prepare in quadruplicate. See ELM 520 for instructions.	Use for initial registration and/or enrollment cancellation of coverage; change of coverage and/or optional.
SF 2810	Notice of Change in Health Benefits Enrollment	Prepare in four parts. Distribute original to appointee; one copy to appointee's OPF; carrier's copy plus payroll office copy to PDC.	Use for all enrollment changes not covered by SF 2809, particularly if change in carrier is involved. See ELM 520.
G-3385-F	FEGLI Program Certificate, Regular Life Insurance	Prepare original only.	Use if appointee does not waive regular life insurance coverage.
G-3385-OPT	FEGLI Program Certificate, Optional Insurance	Prepare original only.	Use if appointee elects optional life insurance.
Drivers' Forms			
SF 46	U.S. Government Motor Vehicle Operator's Identification Card		Required only if appointee is required to operate a government or private vehicle in performance of official duty.
PS 2480	Driving Record		
PS 4582	Application for Permit and Operator's Record		
PS 4582-A	Summary of Driving Record		

Exhibit 612.24 Processing Required Employment Forms (p.2)



EFFECTIVE DATE	SEQUENCE NO	SOCIAL SECURITY NO.
10-20-79		111-11-1111

REQUEST FOR PERSONNEL ACTION

TO BE COMPLETED BY REQUESTING OFFICE

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF			LIFE INS	R—F
Negley	Joseph		05-18-47	1			C	1

SERVICE DATES					NOT TO EXCEED		PROBATION EXPIR		
LEAVE COMP	ENTER ON DUTY	RET COMP		NEXT STEP PP YR	CODE	PP YR	CODE	PP YR	EMPL STATUS
10-20-79	10-20-79	10-20-79		23-80			1	03-80	

LEAVE DATA			SAVED PROTECTED DATA										
CAT	CHANGE PP YR	TYPE	RSC	LEVEL/STEP	PP — YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	SEX	MINORITY	HANDICAP
4	23-82	1									M	7	04

SENIORITY DATES				ACADEMIC DATA								
		CRAFT	SEQ NO	CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE		COLA		
					13	69	2198	4				

MAILING ADDRESS — STREET/BOX	CITY	ST	ZIP	DUTY STATION NAME
526 Pictore Blvd	Kileen	TX	76541	

POSITION INFORMATION

EMPLOYING OFFICE					POSITION CONTROL NUMBERS	
FINANCE NO	NAME	LOC CODE		PAY LOC	HEADQUARTERS	FIELD
48-4700				150		

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER			ROUTE NO	MIXED SVS	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY	
48-4700	14	11/0	1		A												

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY		
100	Career Appointment			

REMARKS CODE 529 CODE CODE CODE

888= HWS # 79-12 dtd. 10-19-79.
Welcome to the U.S. Postal Service.

SERVICE HISTORY INFORMATION

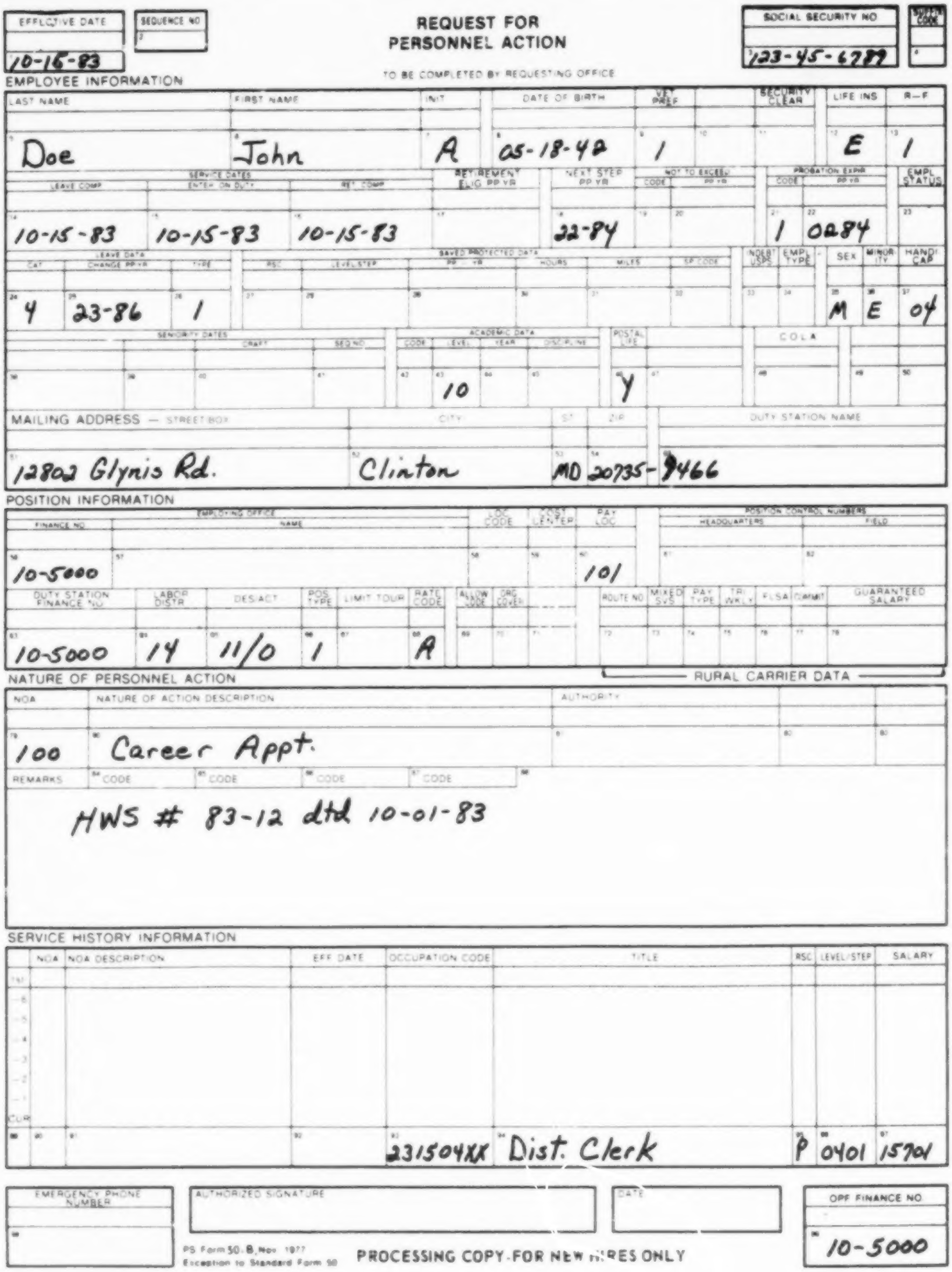
	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
—6								
—5								
—4								
—3								
—2								
—1								
CUR				23157 7XX	Mail Sorter	P	0401	14612

EMERGENCY PHONE NUMBER	AUTHORIZED SIGNATURE	DATE	OPF FINANCE NO
123/456-7890			48-4700

PS Form 50-B, Nov. 1977
Exception to Standard Form 50

PROCESSING COPY-FOR NEW HIRES ONLY

Exhibit 612.25. Form 50–B for Career Appointment



REQUEST FOR PERSONNEL ACTION

TO BE COMPLETED BY REQUESTING OFFICE

EFFECTIVE DATE: 10-15-83

SEQUENCE NO:

SOCIAL SECURITY NO: 123-45-6789

EMPLOYEE INFORMATION

LAST NAME: Doe
FIRST NAME: John
INIT: A
DATE OF BIRTH: 05-18-42
VET PREF: 1
SECURITY CLEAR:
LIFE INS: E
R—F: 1

SERVICE DATES — LEAVE COMP: 10-15-83
SERVICE DATES — ENTER ON DUTY: 10-15-83
SERVICE DATES — RET COMP: 10-15-83
RETIREMENT ELIG PP YR:
NEXT STEP PP YR: 22-84
NOT TO EXCEED — CODE / PP YR:
PROBATION EXPIR — CODE: 1
PROBATION EXPIR — PP YR: 0284
EMPL STATUS:

LEAVE DATA — CAT: 4
LEAVE DATA — CHANGE PP YR: 23-86
LEAVE DATA — TYPE: 1
SAVED PROTECTED DATA — RSC / LEVEL/STEP / PP YR / HOURS / MILES / SP CODE:
NOEBT USPS:
EMPL TYPE:
SEX: M
MINORITY: E
HANDICAP: 04

SENIORITY DATES — CRAFT / SEQ NO:
ACADEMIC DATA — CODE:
ACADEMIC DATA — LEVEL: 10
ACADEMIC DATA — YEAR / DISCIPLINE:
POSTAL LIFE: Y
COLA:

MAILING ADDRESS — STREET/BOX: 12802 Glynis Rd.
CITY: Clinton
ST: MD
ZIP: 20735-9466
DUTY STATION NAME:

POSITION INFORMATION

EMPLOYING OFFICE — FINANCE NO: 10-5000
EMPLOYING OFFICE — NAME:
LOC CODE:
COST CENTER:
PAY LOC: 101
POSITION CONTROL NUMBERS — HEADQUARTERS / FIELD:

DUTY STATION FINANCE NO: 10-5000
LABOR DISTR: 14
DES/ACT: 11/0
POS TYPE: 1
LIMIT TOUR:
RATE CODE: A
ALLOW CODE / ORG COVER:

RURAL CARRIER DATA — ROUTE NO / MIXED SVS / PAY TYPE / TRI WKLY / FLSA / COMMIT / GUARANTEED SALARY:

NATURE OF PERSONNEL ACTION

NOA: 100
NATURE OF ACTION DESCRIPTION: Career Appt.
AUTHORITY:

REMARKS — CODE / CODE / CODE / CODE:

HWS # 83-12 dtd 10-01-83

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
−6								
−5								
−4								
−3								
−2								
−1								
CUR				231504XX	Dist. Clerk	P	0401	15701

EMERGENCY PHONE NUMBER:

AUTHORIZED SIGNATURE:

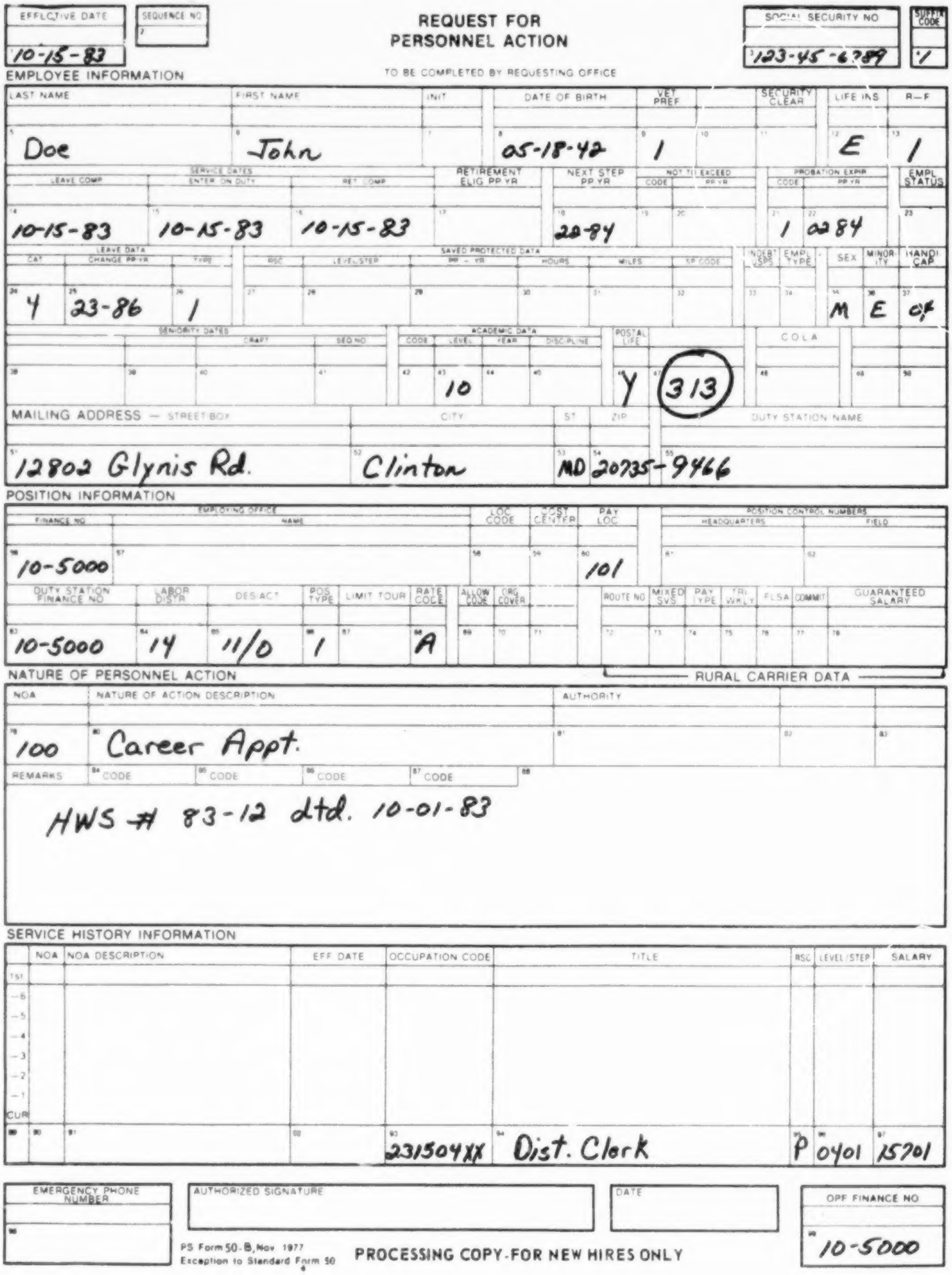
DATE:

OPF FINANCE NO: 10-5000

PS Form 50-B, Nov. 1977
Exception to Standard Form 50

PROCESSING COPY-FOR NEW HIRES ONLY

Exhibit 612.25a. Form 50—B for Career Appointment



EFFECTIVE DATE: 10-15-83
SEQUENCE NO:

REQUEST FOR PERSONNEL ACTION

TO BE COMPLETED BY REQUESTING OFFICE

SOCIAL SECURITY NO: 123-45-6789
SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME: Doe
FIRST NAME: John
INIT:
DATE OF BIRTH: 05-18-42
VET PREF: 1
SECURITY CLEAR:
LIFE INS: E
R—F: 1

SERVICE DATES — LEAVE COMP: 10-15-83
SERVICE DATES — ENTER ON DUTY: 10-15-83
SERVICE DATES — RET COMP: 10-15-83
RETIREMENT ELIG PP YR:
NEXT STEP PP YR: 22-84
NOT TO EXCEED — CODE / PP YR:
PROBATION EXPIR — CODE: 1
PROBATION EXPIR — PP YR: 0284
EMPL STATUS:

LEAVE DATA — CAT: 4
LEAVE DATA — CHANGE PP YR: 23-86
LEAVE DATA — TYPE: 1
SAVED PROTECTED DATA — RSC / LEVEL/STEP / PP – YR / HOURS / MILES / SP CODE:
INDEBT USPS:
EMPL TYPE:
SEX: M
MINORITY: E
HANDICAP: 04

SENIORITY DATES — CRAFT / SEQ NO:
ACADEMIC DATA — CODE:
ACADEMIC DATA — LEVEL: 10
ACADEMIC DATA — YEAR / DISCIPLINE:
POSTAL LIFE: Y
47: 313
COLA:

MAILING ADDRESS — STREET/BOX: 12802 Glynis Rd.
CITY: Clinton
ST: MD
ZIP: 20735-9466
DUTY STATION NAME:

POSITION INFORMATION

EMPLOYING OFFICE — FINANCE NO: 10-5000
EMPLOYING OFFICE — NAME:
LOC CODE:
COST CENTER:
PAY LOC: 101
POSITION CONTROL NUMBERS — HEADQUARTERS / FIELD:

DUTY STATION FINANCE NO: 10-5000
LABOR DISTR: 14
DES/ACT: 11/0
POS TYPE: 1
LIMIT TOUR:
RATE CODE: A
ALLOW CODE / ORG COVER:
RURAL CARRIER DATA — ROUTE NO / MIXED SVS / PAY TYPE / TRI WKLY / FLSA / COMMIT / GUARANTEED SALARY:

NATURE OF PERSONNEL ACTION

NOA: 100
NATURE OF ACTION DESCRIPTION: Career Appt.
AUTHORITY:

REMARKS: HWS # 83-12 dtd. 10-01-83

SERVICE HISTORY INFORMATION

TSI	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
−6								
−5								
−4								
−3								
−2								
−1								
CUR				231504XX	Dist. Clerk	P	0401	15701

EMERGENCY PHONE NUMBER:
AUTHORIZED SIGNATURE:
DATE:
OPF FINANCE NO: 10-5000

PS Form 50-B, Nov 1977
Exception to Standard Form 50

PROCESSING COPY-FOR NEW HIRES ONLY

Exhibit 612.25b. Form 50—B for Career Appointment

612.3 Temporary Appointment NTE (Code 110—From a Register; Code 113—Outside Register)

.31 Definition. An appointment of a casual or temporary to a position of temporary nature, as follows:

a. *Casuals* - as defined by any collective bargaining agreement.

a. *Temporaries* - in positions not covered by any collective bargaining agreement.

.32 Authority. 39 U.S.C. 1001.

.33 Required Forms. The following forms must be processed as appropriate:

a. SF 15, *Veteran Preference Claim.*

b. Form 2591, *Application for Employment.*

c. Form 2485, *Certificate of Medical Examination.*

d. Form W-4, *Employee Withholding Exemption Certificate.*

.34 Completing Form 50—B. Complete elements according to Exhibit 612.34. (See Exhibit 611.321 for element-by-element instructions.)

612.4 Transfer Career (Code 130)

.41 Definition. The movement of a career or career conditional employee in another Federal agency to a career appointment in the Postal Service, to fill an authorized vacancy, without a break in service of a full work day.

.42 Required Forms. The following forms must be processed as appropriate and forwarded to the PDC:

a. SF 54.

b. Form 144.

c. SF 176.

d. SF 1152.

e. SF 2808.

f. SF 2809.

g. SF 2810.

h. Form 2486.

i. Form 2591.

j. Form W-4.

.43 Completing Form 50—B. Complete elements 1-99 on Form 50—B, *Request for Personnel Action*, according to Exhibit 612.43. Element 47 is to be used to identify retired military personnel hired on or after October 16, 1982. (See Exhibit 611.321 for element-by-element instructions.)

612.5 Reinstatement Career (Code 140)

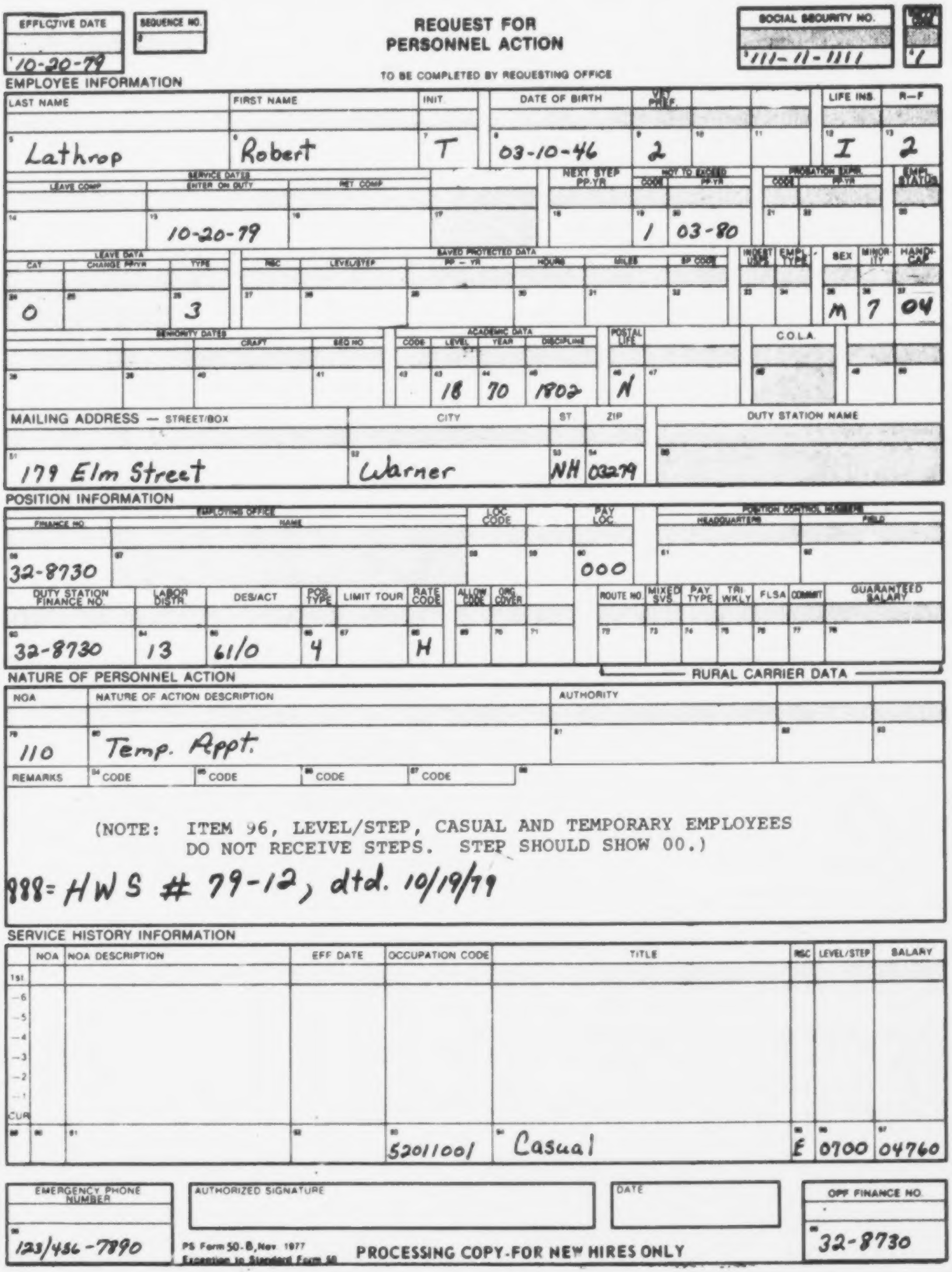
.51 Definition. The reemployment to an authorized vacant career position, of a former Federal or Postal Service employee who (a) had competitive Civil Service status, (b) was a career postal employee, or (c) was serving probation under a career appointment, when separated from the service.

.52 Authority. 39 U.S.C. 1001.

.53 Procedures. Reinstatements are subject to satisfactory completion of the applicable probationary period. Request the Official Personnel Folder (OPF) from the Federal Records Center, on SF 127, *Request for Official Personnel Folder.* When possible, verify prior service before the appointee enters on duty.

.54 Required Forms. The same as for a career appointment. (See 611.25.)

.55 Completing Form 50—B. Complete elements according to Exhibits 612.25a and b. (See Exhibit 611.321 for element-by-element instructions.)



EFFECTIVE DATE: 10-20-79
SEQUENCE NO.:

REQUEST FOR PERSONNEL ACTION

TO BE COMPLETED BY REQUESTING OFFICE

SOCIAL SECURITY NO.: 111-11-1111
1

EMPLOYEE INFORMATION

LAST NAME: Lathrop
FIRST NAME: Robert
INIT.: T
DATE OF BIRTH: 03-10-46
VET PREF.: 2
LIFE INS.: I
R—F: 2

SERVICE DATES — LEAVE COMP:
SERVICE DATES — ENTER ON DUTY: 10-20-79
SERVICE DATES — RET COMP:
NEXT STEP PP-YR:
NOT TO EXCEED — CODE: 1
NOT TO EXCEED — PP-YR: 03-80
PROBATION EXPIR. — CODE:
PROBATION EXPIR. — PP-YR:
EMPL STATUS:

LEAVE DATA — CAT: 0
LEAVE DATA — CHANGE PP/YR:
LEAVE DATA — TYPE: 3
SAVED PROTECTED DATA — RSC: LEVEL/STEP: PP — YR: HOURS: MILES: SP CODE:
INDEBT USPS: EMPL TYPE:
SEX: M
MINORITY: 7
HANDICAP: 04

SENIORITY DATES — CRAFT: SEQ NO:
ACADEMIC DATA — CODE:
ACADEMIC DATA — LEVEL: 18
ACADEMIC DATA — YEAR: 70
ACADEMIC DATA — DISCIPLINE: 1802
POSTAL LIFE: N
C.O.L.A.:

MAILING ADDRESS — STREET/BOX: 179 Elm Street
CITY: Warner
ST: NH
ZIP: 03279
DUTY STATION NAME:

POSITION INFORMATION

EMPLOYING OFFICE — FINANCE NO: 32-8730
EMPLOYING OFFICE — NAME:
LOC CODE:
PAY LOC: 000
POSITION CONTROL NUMBERS — HEADQUARTERS: FIELD:

DUTY STATION FINANCE NO.: 32-8730
LABOR DISTR: 13
DES/ACT: 61/0
POS TYPE: 4
LIMIT TOUR:
RATE CODE: H
ALLOW CODE: ORG COVER:
RURAL CARRIER DATA — ROUTE NO: MIXED SVS: PAY TYPE: TRI WKLY: FLSA: COMMIT: GUARANTEED SALARY:

NATURE OF PERSONNEL ACTION

NOA: 110
NATURE OF ACTION DESCRIPTION: Temp. Appt.
AUTHORITY:

REMARKS: CODE CODE CODE CODE

(NOTE: ITEM 96, LEVEL/STEP, CASUAL AND TEMPORARY EMPLOYEES DO NOT RECEIVE STEPS. STEP SHOULD SHOW 00.)

888= HWS # 79-12, dtd. 10/19/79

SERVICE HISTORY INFORMATION

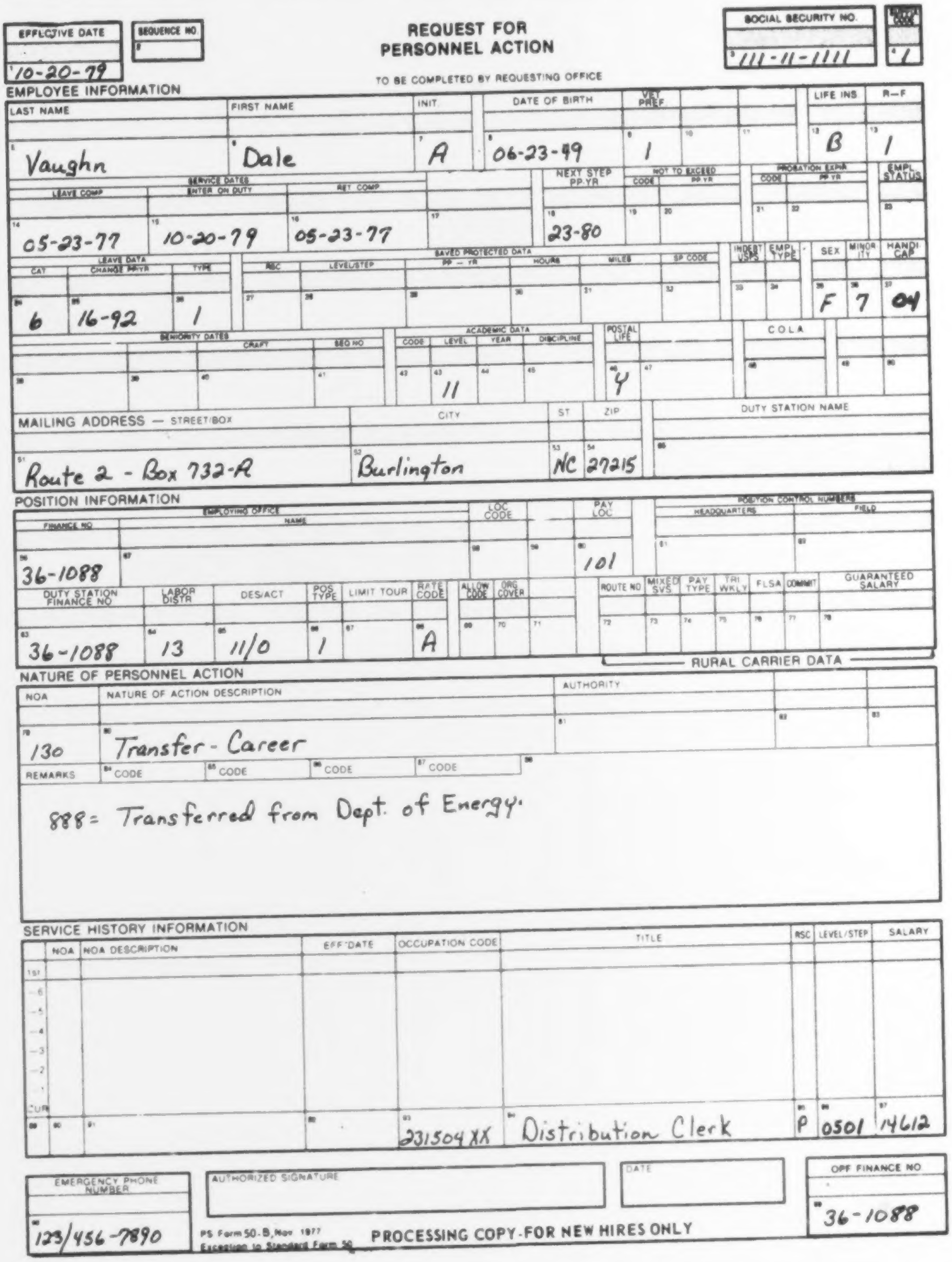
	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CUR				52011001	Casual	E	0700	04760

EMERGENCY PHONE NUMBER: 123/456-7890
AUTHORIZED SIGNATURE:
DATE:
OPF FINANCE NO.: 32-8730

PS Form 50-B, Nov. 1977
Exception to Standard Form 50

PROCESSING COPY-FOR NEW HIRES ONLY

Exhibit 612.34. Form 50–B for Temporary Appointment NTE



REQUEST FOR PERSONNEL ACTION

TO BE COMPLETED BY REQUESTING OFFICE

EFFECTIVE DATE: 10-20-79
SEQUENCE NO.:
SOCIAL SECURITY NO.: 111-11-1111
1

EMPLOYEE INFORMATION

LAST NAME: Vaughn
FIRST NAME: Dale
INIT.: A
DATE OF BIRTH: 06-23-49
VET PREF: 1
LIFE INS: B
R—F: 1

SERVICE DATES — LEAVE COMP: 05-23-77
SERVICE DATES — ENTER ON DUTY: 10-20-79
SERVICE DATES — RET COMP: 05-23-77
NEXT STEP PP-YR: 23-80
NOT TO EXCEED — CODE / PP YR:
PROBATION EXPIR — CODE / PP YR:
EMPL STATUS:

LEAVE DATA — CAT: 6
LEAVE DATA — CHANGE PP/YR: 16-92
LEAVE DATA — TYPE: 1
SAVED PROTECTED DATA — RSC / LEVEL/STEP / PP — YR / HOURS / MILES / SP CODE:
INDEBT USPS:
EMPL TYPE:
SEX: F
MINORITY: 7
HANDICAP: 04

SENIORITY DATES — CRAFT / SEQ NO:
ACADEMIC DATA — CODE:
ACADEMIC DATA — LEVEL: 11
ACADEMIC DATA — YEAR / DISCIPLINE:
POSTAL LIFE: Y
COLA:

MAILING ADDRESS — STREET/BOX: Route 2 - Box 732-A
CITY: Burlington
ST: NC
ZIP: 27215
DUTY STATION NAME:

POSITION INFORMATION

EMPLOYING OFFICE — FINANCE NO: 36-1088
EMPLOYING OFFICE — NAME:
LOC CODE:
PAY LOC: 101
POSITION CONTROL NUMBERS — HEADQUARTERS / FIELD:

DUTY STATION FINANCE NO: 36-1088
LABOR DISTR: 13
DES/ACT: 11/0
POS TYPE: 1
LIMIT TOUR:
RATE CODE: A
ALLOW CODE:
ORG COVER:
RURAL CARRIER DATA — ROUTE NO / MIXED SVS / PAY TYPE / TRI WKLY / FLSA / COMMIT / GUARANTEED SALARY:

NATURE OF PERSONNEL ACTION

NOA: 130
NATURE OF ACTION DESCRIPTION: Transfer - Career
AUTHORITY:
CODE / CODE / CODE / CODE:

REMARKS:
888 = Transferred from Dept. of Energy.

SERVICE HISTORY INFORMATION

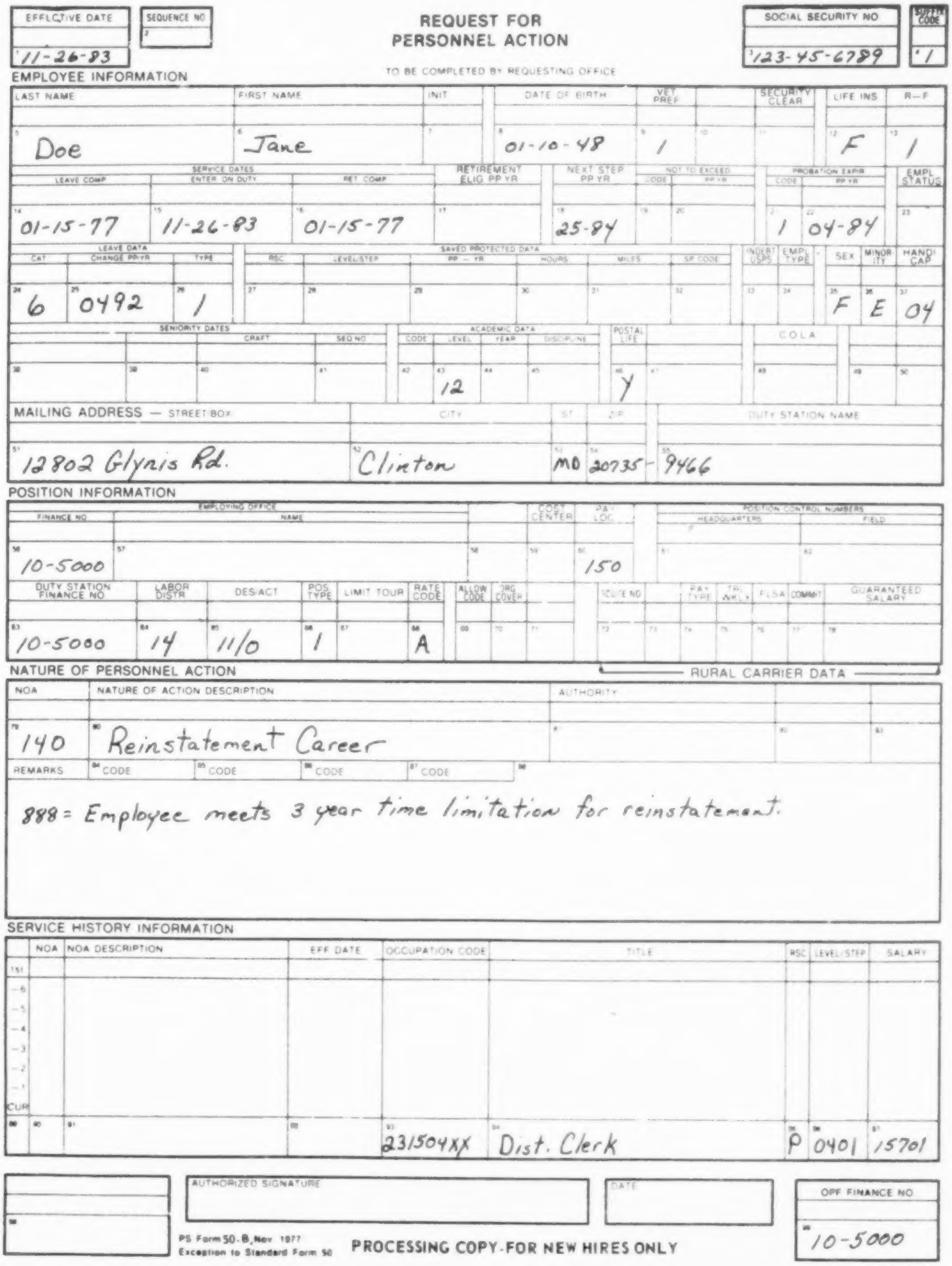
	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1ST								
-6								
-5								
-4								
-3								
-2								
-1								
CUR				231504XX	Distribution Clerk	P	0501	14612

EMERGENCY PHONE NUMBER: 123/456-7890
AUTHORIZED SIGNATURE:
DATE:
OFF FINANCE NO: 36-1088

PS Form 50-B, Nov 1977
Exception to Standard Form 50

PROCESSING COPY-FOR NEW HIRES ONLY

Exhibit 612.43. Form 50–B for Transfer Career



EFFECTIVE DATE	SEQUENCE NO		SOCIAL SECURITY NO	SUFFIX CODE
11-26-83		**REQUEST FOR PERSONNEL ACTION**	123-45-6789	1

TO BE COMPLETED BY REQUESTING OFFICE

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF		SECURITY CLEAR	LIFE INS	R—F
Doe	Jane		01-10-48	1			F	1

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RET COMP	RETIREMENT ELIG PP YR	NEXT STEP PP YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXPIR CODE	PROBATION EXPIR PP YR	EMPL STATUS
01-15-77	11-26-83	01-15-77		25-84			1	04-84	

LEAVE DATA CAT	LEAVE DATA CHANGE PP/YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	LEVEL/STEP	PP — YR	HOURS	MILES	SP CODE	INDERT USPS	EMPL TYPE	SEX	MINORITY	HANDICAP
6	0492	1									F	E	04

SENIORITY DATES		CRAFT	SEQ NO	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE		COLA		
					12			Y				

MAILING ADDRESS — STREET/BOX	CITY	ST	ZIP	DUTY STATION NAME
12802 Glynis Rd.	Clinton	MD	20735-9466	

POSITION INFORMATION

EMPLOYING OFFICE FINANCE NO	EMPLOYING OFFICE NAME		COST CENTER	PAY LOC	POSITION CONTROL NUMBERS HEADQUARTERS	POSITION CONTROL NUMBERS FIELD
10-5000				150		

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER		ROUTE NO		PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
10-5000	14	11/0	1		A										

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY		
140	Reinstatement Career			

REMARKS CODE CODE CODE CODE

888 = Employee meets 3 year time limitation for reinstatement.

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
−6								
−5								
−4								
−3								
−2								
−1								
CUR				231504XX	Dist. Clerk	P	0401	15701

AUTHORIZED SIGNATURE

DATE

OPF FINANCE NO 10-5000

PS Form 50-B, Nov 1977
Exception to Standard Form 50

PROCESSING COPY-FOR NEW HIRES ONLY

Exhibit 612.55. Form 50–B for Reinstatement Career

612.6 Reemployment (Codes 160, 161)

.61 Reemployment Military (Code 160)

.611 Definition. Reemployment upon exercise of restoration rights based on military service.

.612 Required Forms. Same as for career appointment. (See 612.25.)

.613 Completing Form 50–B. Complete elements 1-99 according to Exhibit 612.613. (See Exhibit 611.321 for element-by-element instructions.)

.62 Reemployment EO or OPM Regulation (Code 161)

.621 Definition. Reemployment upon exercise of restoration rights under a specific law, executive order, OPM regulation, or Postal Service regulation. Code 161 is used for reemployment of former employees injured or disabled and receiving compensation benefits under the Federal Employees' Compensation Act, for appointments made in accordance with ELM 546.

.622 Required Forms. Same as for career appointment. (See 612.25.)

.623 Completing Form 50–B. Complete elements 1-99 according to Exhibit 612.623, *except* for former injured or disabled employees. The unique restoration rights and benefits of these former employees mandate certain criteria upon reemployment. The following elements must be given special attention, and must be properly completed:

Element	*Entry*
1	Effective date of action.
3	Social Security Number.
4	Suffix Code '*1*'.
5–13	Self-explanatory.
14	*Exception:* Include time during which the employee received compensation from OWCP. (See ELM 546.423.)
15	Enter the date of the employee's previous appointment. Time spent on OWCP rolls is not to be considered as a break in service.
16	*Exception:* Include time during which the employee received compensation from OWCP. (See ELM 546.424.)
18	Pay period/Year the next step increase is due, based on the effective date of this action. (Leave blank if employee does not receive steps or if at the top of a level.)
23	*RC* (Reemployment Compensation).
24	Appropriate number of hours (0, 4, 6, 8) based on Leave Comp. date.
25	PP/YR leave changes to next category. (Leave blank if employee is placed in an 8-hour category).
26	Appropriate leave type.
32	*S* = saved rate (when applicable). *Note:* Saved rate will be indefinite for as long as the conditions explained in ELM 546.425 apply.
35	Enter *M* or *F*.
36	Appropriate minority code.
37	Appropriate handicap code as documented by the postal medical officer, medical designee, or medical contract officer, during the reemployment physical examination.
33–78	Self-explanatory.
79	NOA Code 161.
80	NOA description: *Reemployment OPM Regulation.*
84–87	Three digit numerical code for the appropriate pre-defined standard remarks (Code 543 through 550. See Exhibit 611.329j)
88	Free form remarks—The following remark is mandatory: *888 = Reemployed under FECA, 5 USC 8151; and OPM Regulations, 5 CFR 353.*
93	8 digit occupation code.
94	Appropriate title.
95	*RSC.*
96	Grade/Step.
97	Salary.
98	Emergency telephone number.
99	OPF finance number.

612.7 Excepted Appointments (Codes 170, 171—NTE)

.71 Definition. Appointment to a position excepted from the competitive service by law, or by the Office of Personnel Management, under Civil Service Rule VI, when determined that appointment through competitive examination is not practicable. Use only for appointments in authorized Pacific out islands. Note: Do not use Codes 170 or 171 for appointments to sub rural carrier positions. (See 612.8.)

.72 Required Forms

a. SF 15.

b. Form 2591.

c. Form 2486.

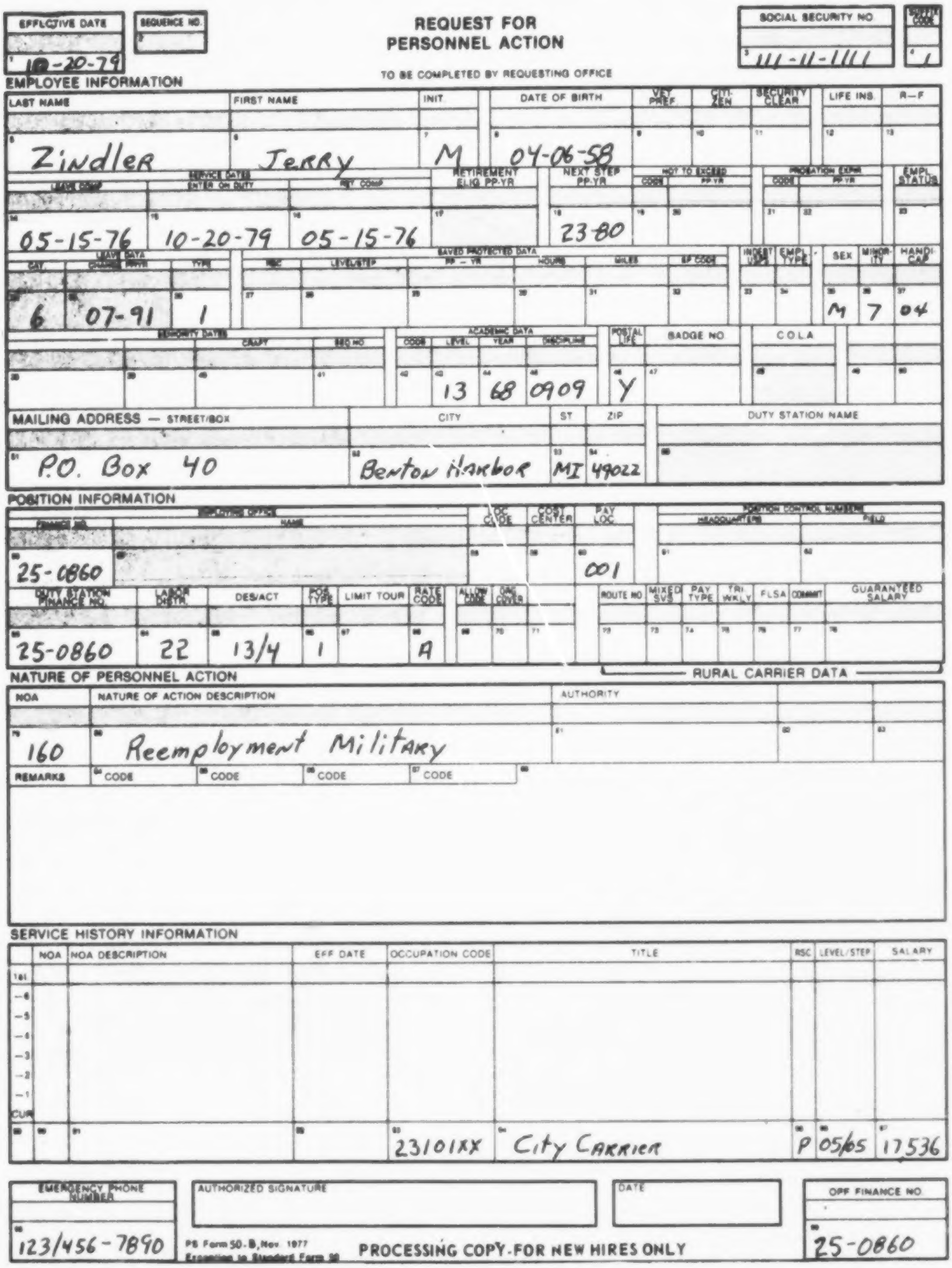
d. Form 85. Not required if appointment is limited to a period of 3 months or less.

e. Form 144.

f. SF 1152.

g. Form W–4.

.73 Completing Form 50–B. Complete elements according to Exhibit 612.73. (See Exhibit 611.321 for element-by-element instructions.)



REQUEST FOR PERSONNEL ACTION

TO BE COMPLETED BY REQUESTING OFFICE

EFFECTIVE DATE: 10-20-79
SEQUENCE NO.:
SOCIAL SECURITY NO.: 111-11-1111
SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	CITIZEN	SECURITY CLEAR	LIFE INS.	R—F	
Zindler	Jerry	M	04-06-58						

SERVICE DATES					NOT TO EXCEED		PROBATION EXPIR		
LEAVE COMP	ENTER ON DUTY	RET COMP	RETIREMENT ELIG PP-YR	NEXT STEP PP-YR	CODE	PP-YR	CODE	PP-YR	EMPL STATUS
05-15-76	10-20-79	05-15-76		23-80					

LEAVE DATA			SAVED PROTECTED DATA											
CAT	CHANGE PP-YR	TYPE	RSC	LEVEL/STEP	PP – YR	HOURS	MILES	SF CODE	INDEBT USPS	EMPL TYPE	SEX	MINORITY	HANDICAP
6	07-91	1									M	7	04

SENIORITY DATES				ACADEMIC DATA								
		CRAFT	SEQ NO	CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	BADGE NO	C.O.L.A		
					13	68	0909	Y				

MAILING ADDRESS — STREET/BOX	CITY	ST	ZIP	DUTY STATION NAME
P.O. Box 40	Benton Harbor	MI	49022	

POSITION INFORMATION

EMPLOYING OFFICE					POSITION CONTROL NUMBERS	
FINANCE NO.	NAME	LOC CODE	COST CENTER	PAY LOC	HEADQUARTERS	FIELD
25-0860				001		

DUTY STATION FINANCE NO.	LABOR DISTR.	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	GAG COVER		ROUTE NO	MIXED SVS	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
25-0860	22	13/4	1		A										

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY		
160	Reemployment Military			

REMARKS CODE CODE CODE CODE

SERVICE HISTORY INFORMATION

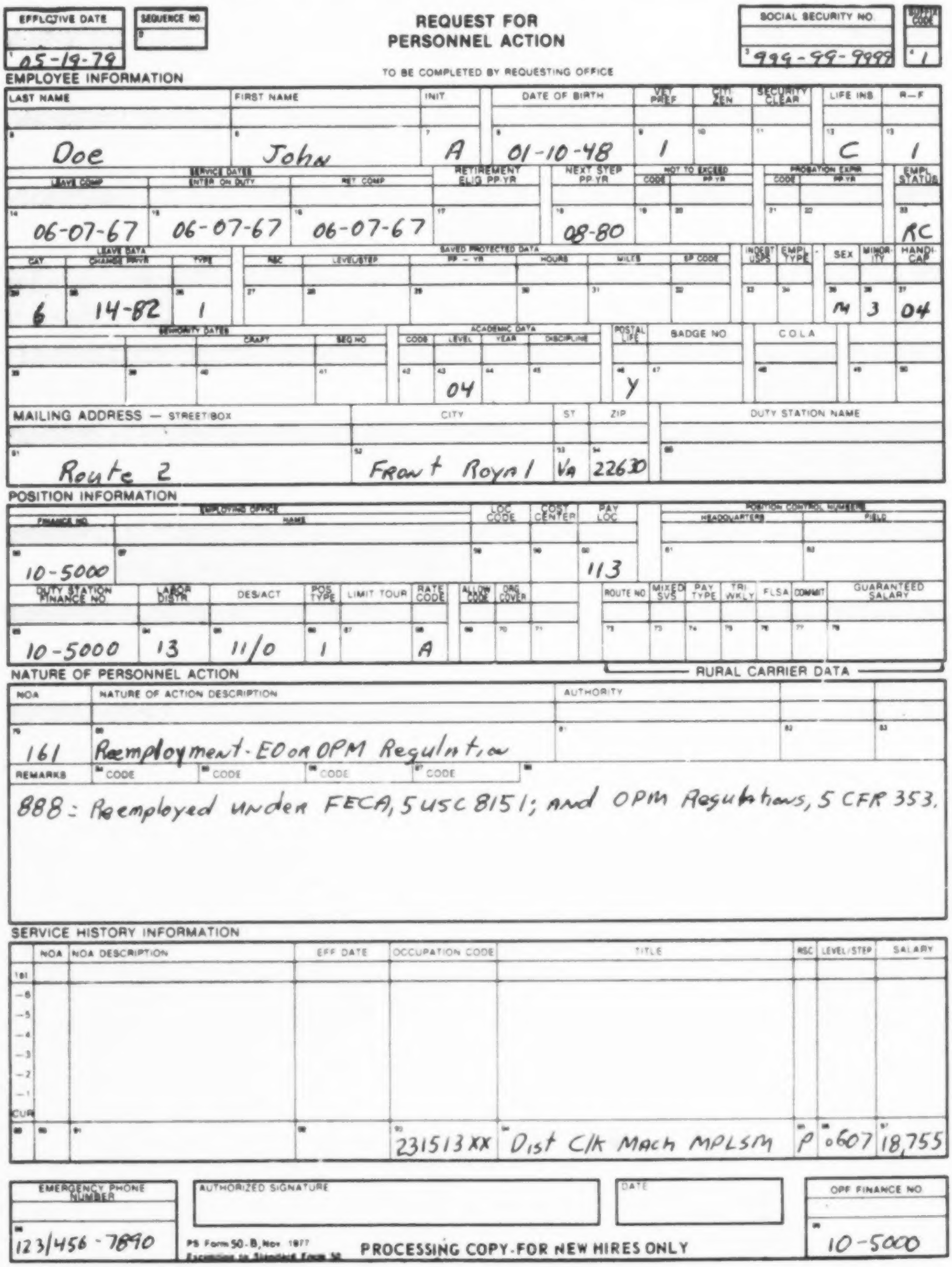
	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
−6								
−5								
−4								
−3								
−2								
−1								
CUR								
				23101XX	City Carrier	P	05/05	17536

EMERGENCY PHONE NUMBER: 123/456-7890
AUTHORIZED SIGNATURE:
DATE:
OFF FINANCE NO.: 25-0860

PS Form 50-B, Nov. 1977
Exception to Standard Form 50

PROCESSING COPY-FOR NEW HIRES ONLY

Exhibit 612.613. Form 50–B for Reemployment Military



EFFECTIVE DATE	SEQUENCE NO		SOCIAL SECURITY NO.	SUFFIX CODE
05-19-79		**REQUEST FOR PERSONNEL ACTION**	999-99-9999	1

TO BE COMPLETED BY REQUESTING OFFICE

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF	CITIZEN	SECURITY CLEAR	LIFE INS	R—F
Doe	John	A	01-10-48	1			C	1

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RET COMP	RETIREMENT ELIG PP-YR	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL STATUS
06-07-67	06-07-67	06-07-67		08-80					RC

LEAVE DATA CAT	LEAVE DATA CHANGE PP/YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	LEVEL/STEP	PP – YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	SEX	MINORITY	HANDICAP
6	14-82	1									M	3	04

SENIORITY DATES		CRAFT	SEQ NO	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	BADGE NO	COLA		
					04			Y				

MAILING ADDRESS — STREET/BOX	CITY	ST	ZIP	DUTY STATION NAME
Route 2	Front Royal	Va	22630	

POSITION INFORMATION

EMPLOYING OFFICE FINANCE NO	EMPLOYING OFFICE NAME	LOC CODE	COST CENTER	PAY LOC	POSITION CONTROL NUMBERS HEADQUARTERS	POSITION CONTROL NUMBERS FIELD
10-5000				113		

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER		ROUTE NO	MIXED SVS	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
10-5000	13	11/0	1		A										

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY		
161	Reemployment-EO or OPM Regulation			

REMARKS CODE CODE CODE CODE

888: Reemployed under FECA, 5 USC 8151; and OPM Regulations, 5 CFR 353.

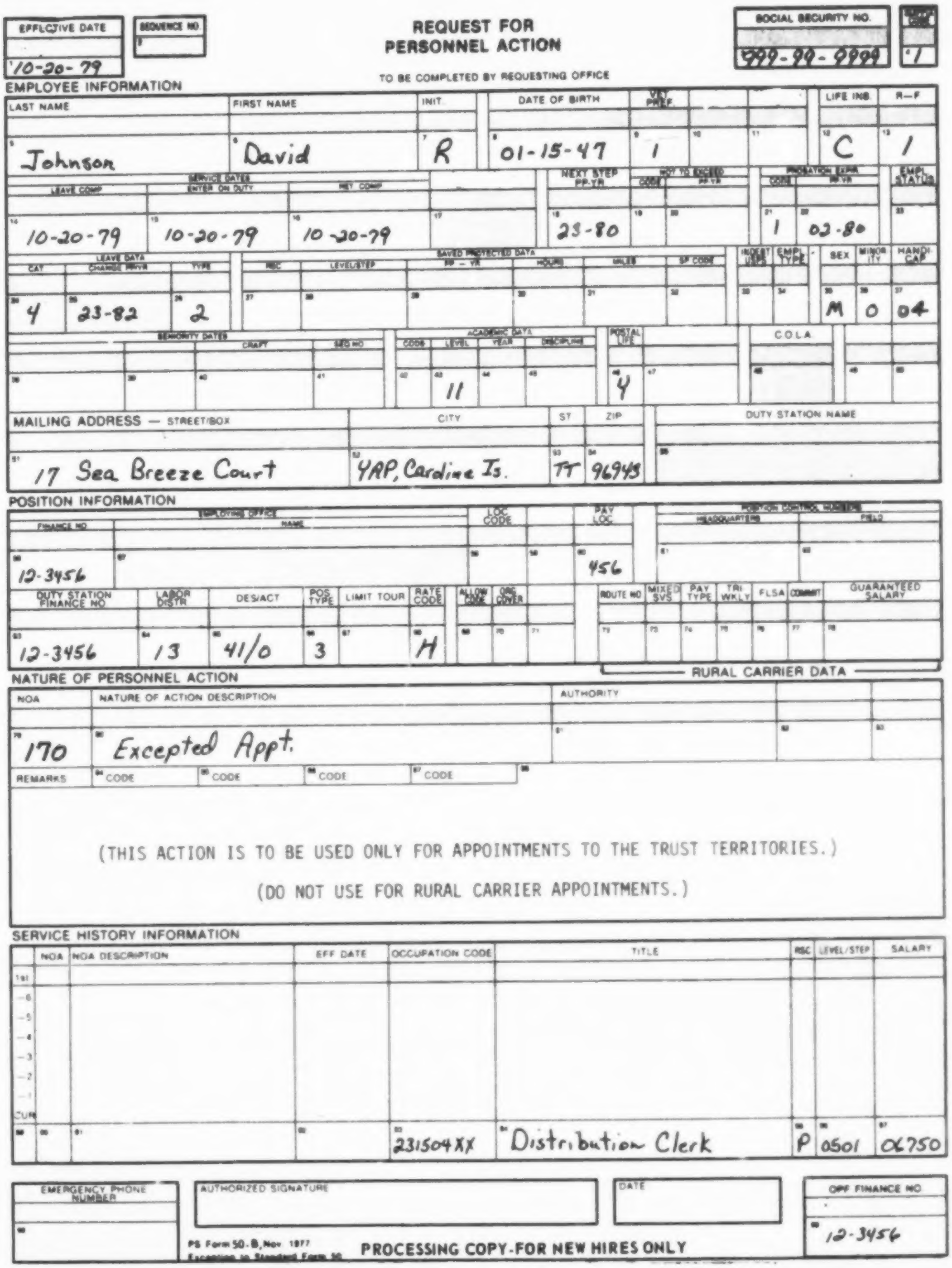
SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
161								
−6								
−5								
−4								
−3								
−2								
−1								
CUR				231513XX	Dist Clk Mach MPLSM	P	0607	18,755

EMERGENCY PHONE NUMBER	AUTHORIZED SIGNATURE	DATE	OPF FINANCE NO.
123/456-7890			10-5000

PS Form 50-B, Nov 1977 Exception to Standard Form 50 PROCESSING COPY-FOR NEW HIRES ONLY

Exhibit 612.623. Form 50–B for Reemployment EO or OPM Regulation



EFFECTIVE DATE	SEQUENCE NO.
10-20-79	

REQUEST FOR PERSONNEL ACTION

TO BE COMPLETED BY REQUESTING OFFICE

SOCIAL SECURITY NO.	
999-99-9999	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.			LIFE INS.	R—F
Johnson	David	R	01-15-47	1			C	1

SERVICE DATES									
LEAVE COMP	ENTER ON DUTY	RET COMP		NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR. CODE	PROBATION EXPIR. PP-YR	EMPL STATUS
10-20-79	10-20-79	10-20-79		23-80			1	02-80	

LEAVE DATA CAT	LEAVE DATA CHANGE PP-YR	LEAVE DATA TYPE	SAVED/PROTECTED DATA RSC	LEVEL/STEP	PP – YR	HOURS	MILES	SP CODE	INCENT USPS	EMPL TYPE	SEX	MINORITY	HANDICAP
4	23-82	2									M	0	04

SENIORITY DATES		CRAFT	SEQ NO	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE		COLA		
					11			4				

MAILING ADDRESS — STREET/BOX	CITY	ST	ZIP	DUTY STATION NAME
17 Sea Breeze Court	YAP, Caroline Is.	TT	96943	

POSITION INFORMATION

EMPLOYING OFFICE FINANCE NO	EMPLOYING OFFICE NAME	LOC CODE		PAY LOC	POSITION CONTROL NUMBER HEADQUARTERS	POSITION CONTROL NUMBER FIELD
12-3456				456		

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER		ROUTE NO	MIXED SVS	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
12-3456	13	41/0	3		H										

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY		
170	Excepted Appt.			

REMARKS	CODE	CODE	CODE	CODE	

(THIS ACTION IS TO BE USED ONLY FOR APPOINTMENTS TO THE TRUST TERRITORIES.)

(DO NOT USE FOR RURAL CARRIER APPOINTMENTS.)

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
–6								
–5								
–4								
–3								
–2								
–1								
CUR				231504XX	Distribution Clerk	P	0501	06750

EMERGENCY PHONE NUMBER	AUTHORIZED SIGNATURE	DATE	OPF FINANCE NO
			12-3456

PS Form 50-B, Nov 1977
Exception to Standard Form 50

PROCESSING COPY-FOR NEW HIRES ONLY

Exhibit 612.73. Form 50–B for Excepted Appointment

612.8 Rural Carrier Accessions (Codes 190, 191)

.81 Processing Rural Actions

.811 Form 50. Form 50-B worksheets must be prepared for all rural accessions, except Designation 76, Emergency Sub Rural Carrier. All rural carrier actions must contain a rate code in element 68 and a rate schedule code in element 95 of Form 50. Elements 72-78 must contain specific rural data (see Exhibit 611.321).

.812 Position Information. See Exhibit 612.812 for rural position information for the Form 50. Des. 78s already on the rolls retain their step. No further steps will be granted.

.82 General Procedures

.821 Regular Rural Carrier Appointments. To make a career appointment to a regular rural carrier position directly from the register (without the person's being a substitute rural carrier), use NOA Code 100. To convert a sub rural carrier to a regular rural carrier, use NOA Code 580, Conversion.

.822 Probation. The probationary period for new rural carriers is 90 days actually worked, or one calendar year, whichever comes first. The probationary records must be kept manually by the hiring installation.

.823 Training Hours. All training hours for sub rural carriers are reported on Form 1314, *Rural Timecard.*

.83 Sub Rural Carrier Appointment from Register (Code 190)

.831 Definition. An appointment of a sub rural carrier (leave replacement), Designation 73, from a competitive register of eligibles to fill a vacancy in the authorized quota of substitute positions.

.832 Required Forms

a. Form 2591.

b. Form 144.

c. SF 15.

d. SF 85.

e. SF 87.

f. Form 2485.

g. W-4.

.833 Completing Form 50–B. See Exhibit 612.833. Complete the following elements, if applicable:

Element	*Entry*
1	Effective date of action
3	Social Security Number
4	Suffix Code. 1 = Primary position Subsequent dual appointments are coded 2, 3, etc.
5-9	Self-explanatory.
12	*I* (I = Ineligible for life insurance.)
13	*2* (Code 2 = FICA)
15	Effective date of this appointment or effective date of last USPS appointment which is continuous to this action.
18	Next Step PP/YR
24	*0* (0 = No leave)
26	*3* (3 = No leave)
35	Sex code *M* or *F*
47	Identify retired military personnel hired on or after October 16, 1982.

Des.	Position	Occ. Code.	Rate Code	Rate Schedule Code	Ret./ FICA*	Earn Steps	Earn Leave
71	Reg. Rural Carrier	232501XX	P	R	1	Yes	Yes
72	Sub Rural Carrier Vacant Route	232501XX	P	R	2	Yes	Yes
73	Sub Rural Carrier Leave Replacement	232501XX	P	R	2	Yes	No
74	Emergency Sub Rural Carrier - Nonpostal	232501XX	P	R	2	No	No
76	Emergency Sub Rural Carrier - Postal	No Form 50 action necessary. Employee entitled to equipment allowance. Complete Form 1314 and forward to the PDC.					
77	Auxiliary Rural Carrier	232503XX	H	B	2	Yes	Yes
78	Auxiliary Rural Assistant - Non-postal	232505XX	H	B	2	No	No

* 1 = CSR
2 = FICA

Exhibit 612.812 Rural Position Information

36	Minority Code
37	Handicap Code
43	Education Level (If education level is 13 or above, complete 44 and 45 also.)
44	Last two digits of year in which highest formal education was completed.
45	Academic discipline.
46	*N* = Postal Life
51-54	Mailing address data
56	Employing Office Finance Number
60	Pay Location. If none, enter *000*
63	Duty Station Finance Number
64	Labor Distribution Code *25*
65	Des/Act Code *73/0*
66	Position Type *6* (6 = Rural)
68	Rate Code *P*
69	Code *E* (E = Equipment Allowance)
76	FLSA Pay Type *L*
79	NOA Code *190*
80	NOA description: *Sub Rural Carrier Leave Repl.*
84-87	500 Series standard remarks
88	Free form remarks
93	Occupation Code *23250/XX*
95	Rate Schedule Code *R*
96	00/Step
97	Salary in 5 zeroes (*00000*)
98	Emergency telephone number, if supplied
99	Finance number where OPF is maintained

.84 Emergency Sub Rural Carrier & Aux Asst Rural Carrier (Code 191)

.841 Definition. An appointment to an Emergency Substitute Rural Carrier (Des. 74) or Auxiliary Assistant Rural Carrier (Des. 78), both nonpostal, from outside the Postal Service. No competitive or noncompetitive register is required for Designations 74 and 78. These appointments are made to meet immediate needs of the Postal Service. A Form 50 is not produced on a Des. 74, but a Form 50-B must be completed.

.842 Required Forms

a. Form 2591.

b. SF 15.

c. Form 2485.

d. W-4.

e. SF 1152 (optional).

.843 Completing Form 50–B. See Exhibit 612.843a for Des. 74 and Exhibit 612.843b for Des. 78. Complete elements 1-17 as for NOA Code 190. Complete the rest of the elements as follows:

Element	*Entry*
18	Leave this element blank. Des. 74 and 78 do not earn steps.
24	0 (0 = No leave)
26	*3* (3 = No leave)
35	Sex Code *M* or *F*
36	Minority Code
37	Handicap Code
43	Education Level (If 13 or above, complete elements 44 and 45 also.)
44	Academic Discipline year
45	Academic Discipline
46	*N* (No Postal Life)
51-54	Mailing address data
56	Employing Office finance number
60	Pay Location. If none, enter *000*
63	Duty Station Finance Number
64	Labor Distribution Code *25*
65	Des/Act Code *74/0* or *78/0*
66	Position Type *3* (PTF pay procedures used) for Des. 78; Position Type *6* for Des. 74
68	Rate Code *R* for Des. 74 Rate Code *H* for Des. 78
69	Equipment Allowance Code *E*
76	FLSA Pay Type *L*
79	NOA Code *191*
80	NOA description: *Emergency Sub Rural Carrier or Aux. Asst. Rural Carrier*
84-87	Appropriate standard remarks
88	Appropriate free form remarks
93	Occupation Code *232501XX* (Des. 74) Occupation Code *232505XX* (Des. 78)
95	Rate Schedule Code *B*
96-97	See exhibits
98	Emergency telephone number, if supplied
99	OPF finance number

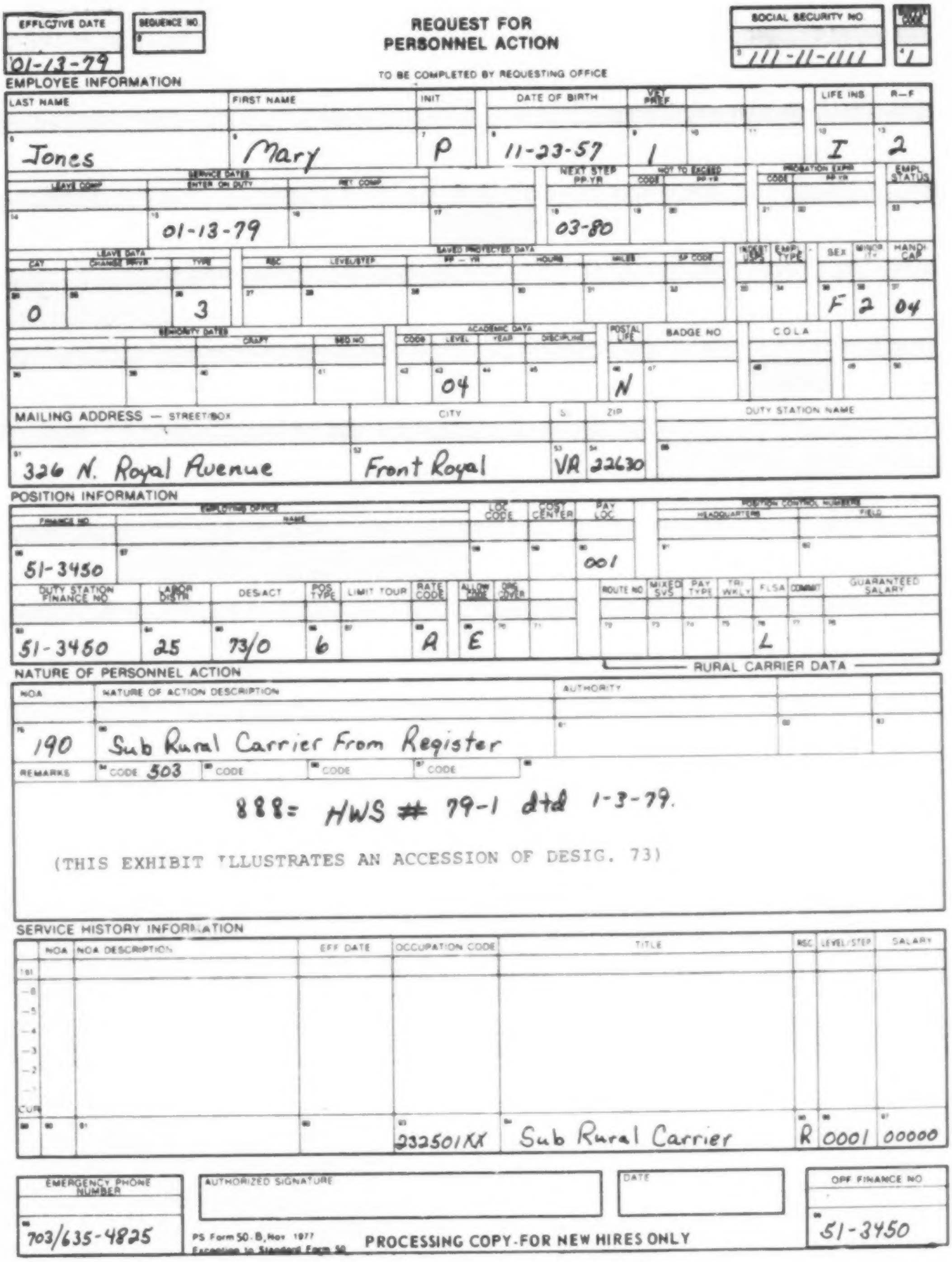
.85 Auxiliary Rural Carrier (Code 191)

.851 Definition. Appointment to Auxiliary Rural Carrier (Des. 77), postal. Des. 77 is a primary position over Des. 74. For filling an auxiliary route, see Article 30.3.1, USPS-NRLCA 1978 National Agreement.

.852 Required Forms. The same forms are required as for Des. 74 and Des. 78.

.853 Completing Form 50–B. See Exhibit 612.853. Complete as for NOA Code 190 (see 612.833), except for the following elements:

Element	*Entry*
24	Leave Category 4, 6, or 8
25	Leave Change PP/YR
26	Leave Type—Code *2*
65	Des/Act Code *77/0*
66	Position type *3* (PTF pay procedures used)
68	Rate Code *H*
73	*M*, if employee has dual appointment as Des. 77 or 73.
74	Pay type *A*
76	FLSA Pay type *P*
79	NOA Code *191*
80	NOA description: *Auxiliary Rural Carrier*
84-87	Appropriate standard remarks
93	Occupation Code *232503XX*
94	Occupation title
96	05/Step
97	Salary—special PTF rural salary Des. 77 compensated under level 5 attained step.



EFFECTIVE DATE: 01-13-79
SEQUENCE NO:

REQUEST FOR PERSONNEL ACTION

TO BE COMPLETED BY REQUESTING OFFICE

SOCIAL SECURITY NO: 111-11-1111
1

EMPLOYEE INFORMATION

LAST NAME: Jones
FIRST NAME: Mary
INIT: P
DATE OF BIRTH: 11-23-57
VET PREF: 1
LIFE INS: I
R—F: 2

SERVICE DATES — LEAVE COMP:
ENTER ON DUTY: 01-13-79
RET COMP:
NEXT STEP PP-YR: 03-80
NOT TO EXCEED — CODE: PP YR:
PROBATION EXPIR — CODE: PP YR:
EMPL STATUS:

LEAVE DATA — CAT: 0
CHANGE PP/YR:
TYPE: 3
RSC:
LEVEL/STEP:
SAVED PROTECTED DATA — PP — YR: HOURS: MILES: SP CODE:
INDEBT UPS: EMPL TYPE:
SEX: F
MINORITY: 2
HANDICAP: 04

SENIORITY DATES — CRAFT: SEQ NO:
ACADEMIC DATA — CODE: LEVEL: 04 YEAR: DISCIPLINE:
POSTAL LIFE: N
BADGE NO:
COLA:

MAILING ADDRESS — STREET/BOX: 326 N. Royal Avenue
CITY: Front Royal
S: VA
ZIP: 22630
DUTY STATION NAME:

POSITION INFORMATION

EMPLOYING OFFICE — FINANCE NO: 51-3450
NAME:
LOC CODE:
COST CENTER:
PAY LOC: 001
POSITION CONTROL NUMBERS — HEADQUARTERS: FIELD:

DUTY STATION FINANCE NO: 51-3450
LABOR DISTR: 25
DES/ACT: 73/0
POS TYPE: 6
LIMIT TOUR:
RATE CODE: A
ALLOW CODE: E
ORG COVER:

RURAL CARRIER DATA — ROUTE NO: MIXED SVS: PAY TYPE: TRI WKLY: FLSA: L COMMIT: GUARANTEED SALARY:

NATURE OF PERSONNEL ACTION

NOA: 190
NATURE OF ACTION DESCRIPTION: Sub Rural Carrier From Register
AUTHORITY:

REMARKS: CODE 503 CODE CODE CODE

888= HWS # 79-1 dtd 1-3-79.

(THIS EXHIBIT ILLUSTRATES AN ACCESSION OF DESIG. 73)

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
-9								
-8								
-5								
-4								
-3								
-2								
-1								
CUR				232501XX	Sub Rural Carrier	R	0001	00000

EMERGENCY PHONE NUMBER: 703/635-4825
AUTHORIZED SIGNATURE:
DATE:
OPF FINANCE NO: 51-3450

PS Form 50-B, Nov 1977
Exception to Standard Form 50

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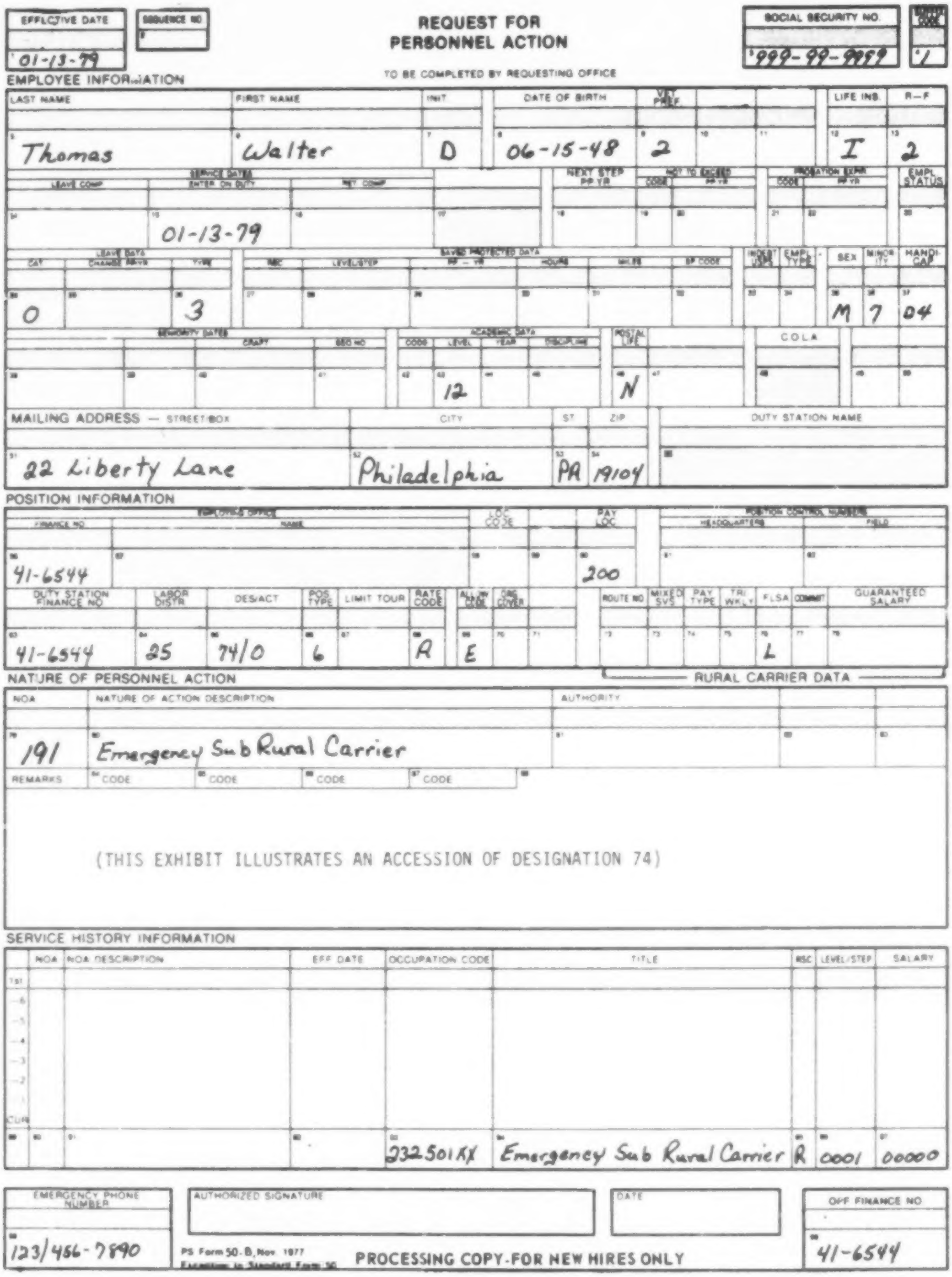
Exhibit 612.833. Form 50–B for Sub Rural Carrier from Register



REQUEST FOR PERSONNEL ACTION

TO BE COMPLETED BY REQUESTING OFFICE

EFFECTIVE DATE: 01-13-79

SEQUENCE NO:

SOCIAL SECURITY NO.: 999-99-9959

1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF			LIFE INS.	R—F
Thomas	Walter	D	06-15-48	2			I	2

LEAVE COMP	ENTER ON DUTY	RET COMP		NEXT STEP PP YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXPR CODE	PROBATION EXPR PP YR	EMPL STATUS
	01-13-79								

LEAVE DATA CAT	LEAVE DATA CHANGE PP YR	LEAVE DATA TYPE	SAVED PROTECTED DATA						INDEBT USPS	EMPL TYPE	SEX	MINORITY	HANDICAP
0		3									M	7	04

SENIORITY DATES		CRAFT	SEQ NO	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE		COLA		
					12			N				

MAILING ADDRESS — STREET/BOX	CITY	ST	ZIP	DUTY STATION NAME
22 Liberty Lane	Philadelphia	PA	19104	

POSITION INFORMATION

EMPLOYING OFFICE FINANCE NO	EMPLOYING OFFICE NAME	LOC CODE		PAY LOC	POSITION CONTROL NUMBERS HEADQUARTERS	POSITION CONTROL NUMBERS FIELD
41-6544				200		

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER		ROUTE NO	MIXED SVS	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
41-6544	25	74/0	6		R	E							L		

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY		
191	Emergency Sub Rural Carrier			

REMARKS CODE CODE CODE CODE

(THIS EXHIBIT ILLUSTRATES AN ACCESSION OF DESIGNATION 74)

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
TSI								
-6								
-5								
-4								
-3								
-2								
-1								
CUR				232501XX	Emergency Sub Rural Carrier	R	0001	00000

EMERGENCY PHONE NUMBER: 123/456-7890

AUTHORIZED SIGNATURE:

DATE:

OFF FINANCE NO: 41-6544

PS Form 50-B, Nov. 1977

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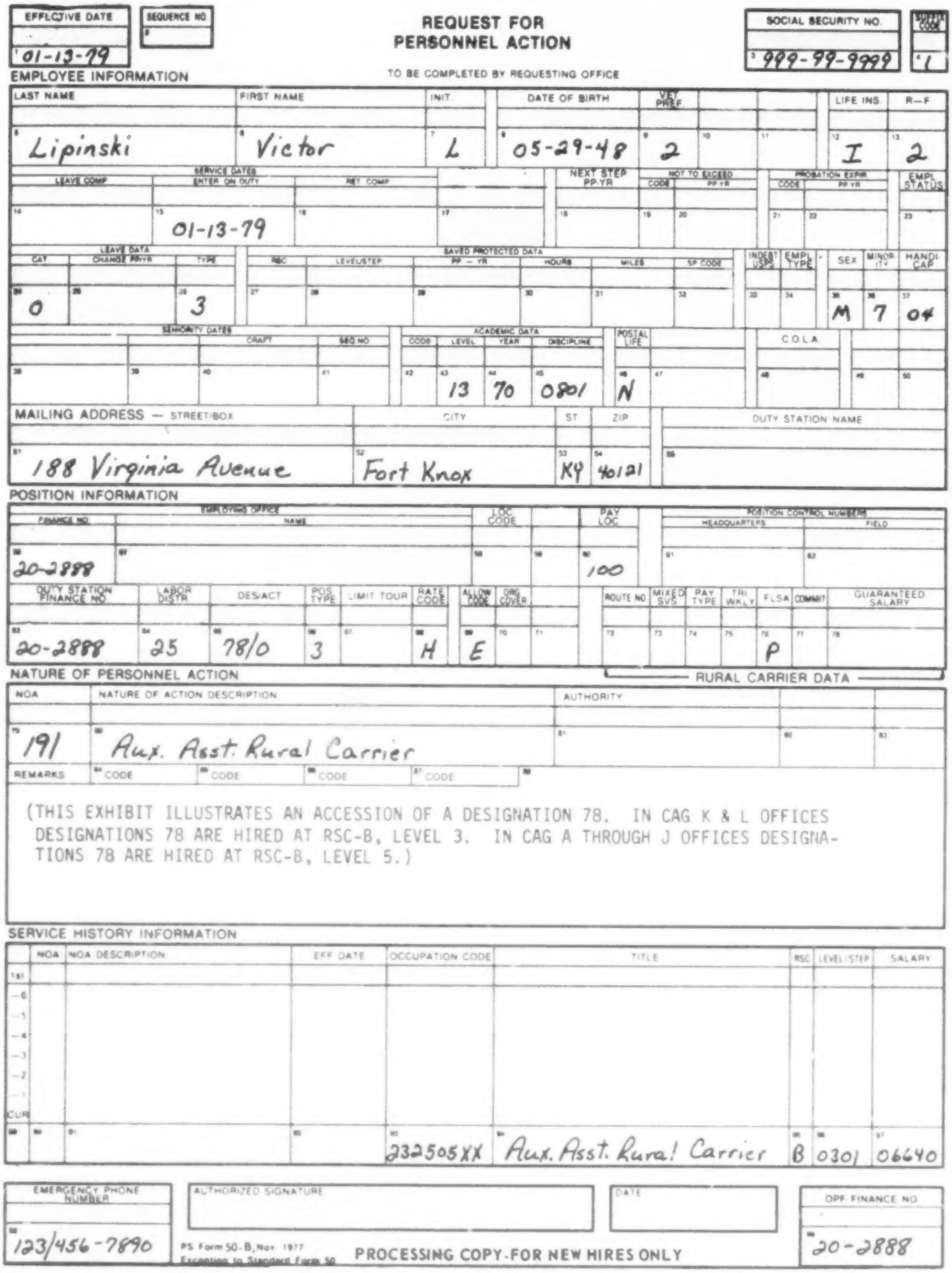
Exhibit 612.843a. Form 50–B for Emergency Sub Rural Carrier Des. 74



REQUEST FOR PERSONNEL ACTION

TO BE COMPLETED BY REQUESTING OFFICE

EFFECTIVE DATE: 01-13-79
SEQUENCE NO:
SOCIAL SECURITY NO.: 999-99-9999
SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF			LIFE INS	R—F
Lipinski	Victor	L	05-29-48	2			I	2

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RET COMP		NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL STATUS
	01-13-79								

LEAVE DATA CAT	LEAVE DATA CHANGE PP/YR	LEAVE DATA TYPE	RSC	LEVEL/STEP	SAVED PROTECTED DATA PP — YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	SEX	MINOR-ITY	HANDI-CAP
0		3									M	7	04

SENIORITY DATES		CRAFT	SEQ NO	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE		COLA		
					13	70	0801	N				

MAILING ADDRESS — STREET/BOX	CITY	ST	ZIP	DUTY STATION NAME
188 Virginia Avenue	Fort Knox	KY	40121	

POSITION INFORMATION

EMPLOYING OFFICE FINANCE NO	EMPLOYING OFFICE NAME	LOC CODE		PAY LOC	POSITION CONTROL NUMBERS HEADQUARTERS	FIELD
20-2888				100		

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER		ROUTE NO	MIXED SVS	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
20-2888	25	78/0	3		H	E							P		

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY		
191	Aux. Asst. Rural Carrier			

REMARKS CODE CODE CODE CODE

(THIS EXHIBIT ILLUSTRATES AN ACCESSION OF A DESIGNATION 78. IN CAG K & L OFFICES DESIGNATIONS 78 ARE HIRED AT RSC-B, LEVEL 3. IN CAG A THROUGH J OFFICES DESIGNATIONS 78 ARE HIRED AT RSC-B, LEVEL 5.)

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
—6								
—5								
—4								
—3								
—2								
—1								
CUR								
				232505XX	Aux. Asst. Rural Carrier	B	0301	06640

EMERGENCY PHONE NUMBER	AUTHORIZED SIGNATURE	DATE	OPF FINANCE NO
123/456-7890			20-2888

PS Form 50-B, Nov. 1977
Exception to Standard Form 50

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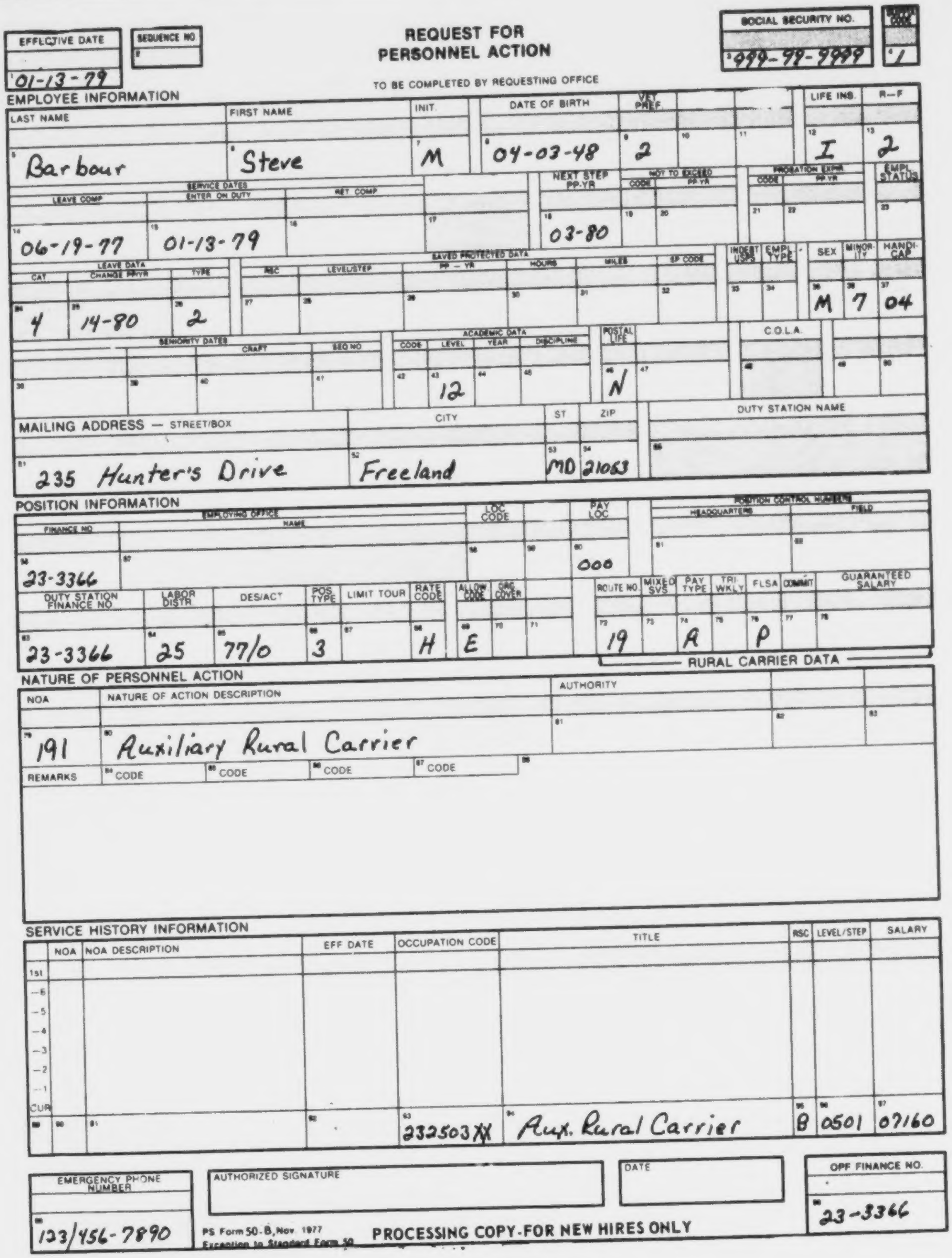
Exhibit 612.843b. Form 50–B for Aux Asst Rural Carrier

Exhibit 612.853



REQUEST FOR PERSONNEL ACTION

TO BE COMPLETED BY REQUESTING OFFICE

EFFECTIVE DATE: 01-13-79
SEQUENCE NO.:
SOCIAL SECURITY NO.: 999-99-9999
1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.			LIFE INS.	R—F
Barbour	Steve	M	04-03-48	2			I	2

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	RET. COMP		NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR. CODE	PROBATION EXPIR. PP-YR	EMPL. STATUS
06-19-77	01-13-79			03-80					

LEAVE DATA CAT	LEAVE DATA CHANGE PP/YR	LEAVE DATA TYPE	RSC	LEVEL/STEP	SAVED PROTECTED DATA PP — YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL. TYPE	SEX	MINOR-ITY	HANDI-CAP
4	14-80	2									M	7	04

SENIORITY DATES		CRAFT	SEQ NO	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE		C.O.L.A.		
					12			N				

MAILING ADDRESS — STREET/BOX	CITY	ST	ZIP	DUTY STATION NAME
235 Hunter's Drive	Freeland	MD	21053	

POSITION INFORMATION

EMPLOYING OFFICE FINANCE NO	EMPLOYING OFFICE NAME	LOC CODE		PAY LOC	POSITION CONTROL NUMBERS HEADQUARTERS	POSITION CONTROL NUMBERS FIELD
23-3366				000		

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW. CODE	ORG. COVER		ROUTE NO.	MIXED SVS	PAY TYPE	TRI-WKLY	FLSA	COMMIT	GUARANTEED SALARY
23-3366	25	77/0	3		H	E			19		A		P		

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY		
191	Auxiliary Rural Carrier			

REMARKS: CODE / CODE / CODE / CODE

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
—6								
—5								
—4								
—3								
—2								
—1								
CUR				232503XX	Aux. Rural Carrier	B	0501	07160

EMERGENCY PHONE NUMBER: 123/456-7890
AUTHORIZED SIGNATURE:
DATE:
OPF FINANCE NO.: 23-3366

PS Form 50-B, Nov. 1977
Exception to Standard Form 50

PROCESSING COPY-FOR NEW HIRES ONLY

Exhibit 612.853. Form 50–B for Auxiliary Rural Carrier

best copy available

613 Separations

613.1 General

.11 Definition. A separation is any personnel action which results in the loss of an employee from the rolls of the Postal Service.

.12 General Requirements. Separation actions must comply with the applicable requirements in ELM 314 (Maintaining Personnel Records and Files) and ELM 650 (Adverse Personnel Actions).

.13 Remark Codes. The Form 50 is the source document that PDCs use to furnish reasons for separations to state employment agencies, for adjudicating unemployment compensation claims based on Postal Service. Therefore, all separations must contain an unemployment compensation code, entered on Form 50–A. Variables for unemployment compensation codes are entered in element 88. In addition, standard remark code 542 must be used when USPS' reasons for employee's separation differ from employee's reasons.

.14 Severance Pay. See ELM 435.

.15 Accountability for Government Property and Funds. Required clearance must be arranged to provide accountability for government property, emergency advance travel funds, and similar items for which the postmaster or other installation official is responsible. Form 337, *Clearance Record for Separated Employee,* must be certified by the designated property officer for all separated employees other than postmasters and Inspection Service personnel. (See ELM 314.5.)

613.2 Retirement (Codes 300, 301, 302)

.21 Definitions

.211 Code 300—Retirement Mandatory. Separation of an employee who has a combination of age and service at which retirement is required. (Inspection Service only.)

.212 Code 301—Retirement Disability. Separation of an employee who is eligible for disability retirement, when the Office of Personnel Management determines that the employee is disabled for useful and efficient service and transmits BRI 46–48, *Notice of Approval of Disability Retirement Application,* to the postal installation. The effective date of disability retirement should be either the approval date by OPM or the last day the employee received sick leave, whichever comes last. See ELM 563.237.

.213 Code 302—Retirement Other. Separation of an employee who applies for retirement based on a combination of age and service at which immediate retirement is permitted.

.22 Authority. 39 U.S.C. 1001. The authority for disability retirement is the BRI 46–48 number, which is entered in element 88 on the Form 50.

.23 Required Forms

a. SF 8, *Notice to Federal Employee About Unemployment Compensation.*

b. SF 54, *Designation of Beneficiary, FEGLI.* If SF 54 has been completed, it must be removed from the OPF and forwarded to the appropriate PDC, along with the original SF 56 and other related documents such as the SF 2801.

c. SF 56. *Agency Certification of Federal Employees Group Life Insurance* Status.

d. Form 337.

e. SF 2801, *Application for Retirement.* Submit form to PDC.

f. SF 2801–A, *Superior Officer's Statement in Connection with Application for Total Disability Retirement.*

g. SF 2801–B, *Physician's Statement in Connection with Application for Total Disability Retirement.*

h. SF 2801–C, *Transmittal of Medical and Related Documents.*

i. SF 2810, *Notice of Change in Health Benefits Enrollment.* If coverage is being transferred to the Office of Personnel Management, remove all SF's 2809 and 2810 from the OPF and forward to the PDC.

j. Form 1345, *Request for Retirement or Posthumous Recognition.*

.24 Completing Form 50–A. The following elements must be completed, if appropriate (see Exhibit 613.24):

Element	*Entry*
1	Effective date of separation
51-54	New mailing address data (if changed)
79	Appropriate NOA Code
80	Appropriate NOA description
84-86	Appropriate standard remarks
87	Unemployment Compensation Code
88	Appropriate free form remarks. For disability retirement, enter CSA claim number, date that OPM approved BRI 4648, and last day in pay status

613.3 Resignation (Voluntary) (Codes 310, 311, 312, 313, 317)

.31 Definitions

.311 Code 310—Resignation Charges Pending. A voluntary resignation while charges are pending.

.312 Code 311—Resignation Appointment in Other Agency. An appointment in another agency without a break in service of one workday.

.313 Code 312—Resignation Appointment in USPS. A voluntary resignation from USPS rolls to accept another USPS position in lieu of a reassignment.

.314 Code 313—Resignation Military. A voluntary resignation to enter military service.

.315 Code 317—Resignation All Other. All other voluntary resignations not covered by NOA Codes 310-313.

EFFECTIVE DATE	SEQUENCE NO.		SOCIAL SECURITY NO.	SUFFIX CODE
[redacted] 11-16-79		**REQUEST FOR PERSONNEL ACTION**	111-11-1111	1

PART I TO BE COMPLETED BY REQUESTING OFFICE

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF			LIFE INS	R—F
[redacted] BRANCO	LYNNEA		01-10-23	1			C	I

SERVICE DATES: LEAVE COMP	SERVICE DATES: ENTER ON DUTY	SERVICE DATES: RET COMP		NEXT STEP PP-YR	NOT TO EXCEED: CODE	NOT TO EXCEED: PP YR	PROBATION EXPIR: CODE	PROBATION EXPIR: PP YR	EMPL STATUS
[redacted]15-42	09-15-42	09-15-42							

LEAVE DATA: CAT	LEAVE DATA: CHANGE PP YR	LEAVE DATA: TYPE	SAVED PROTECTED DATA: RSC	LEVEL STEP	PP — YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	SEX	MINOR ITY	HANDI-CAP
[redacted]		1											

		SENIORITY: DATE	SENIORITY: SEQ NO	ACADEMIC DATA: CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE		COLA	RURAL: HRS	RURAL: MI

MAILING ADDRESS — STREET/BOX	CITY	ST	ZIP	DUTY STATION NAME
1075 BROADWAY	NEW YORK	NY	10098	U S POST OFFICE
65 Sea Breeze Drive	TAMPA	FL	12345	NEW YORK NY

POSITION INFORMATION

EMPLOYING OFFICE: FINANCE NO	EMPLOYING OFFICE: NAME	LOC CODE		PAY LOC	POSITION CONTROL NUMBERS: HEADQUARTERS	POSITION CONTROL NUMBERS: FIELD
35-5825	U S POST OFFICE NEW YORK NY 10098			100		

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER		ROUTE NO	MIXED SVS	PAY TYPE	TRI-WKLY	FLSA	COMMIT	GUARANTEED SALARY
35-5825	22	13/4	1		A										

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY		
302	Retirement Other			

REMARKS CODE 504 CODE 522 CODE CODE 602

552 = 11/15/79
602 = $ 745.00

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
−6								
−5								
−4								
−3								
−2								
−1								
CUR				231001XX	CITY CARRIER	P	05/12	19988

EMERGENCY PHONE NUMBER	AUTHORIZATION	DATE	OPF FINANCE NO
			000/35-5825

PS FORM 50-A, JUNE 1979
Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 613.24. Form 50-A for Retirement—Other

.32 Required Forms

a. SF 8.

b. SF 56. (if employees request to convert their insurance).

c. Form 337.

d. SF 2802, *Application for Refund of Retirement Deductions* (Civil Service Retirement System).

e. SF 2810.

.33 Completing Form 50–A. The following elements must be completed, if appropriate (see Exhibit 613.33):

Element	*Entry*
1	Effective date of separation
51-54	New mailing address data (if changed)
79	Appropriate NOA Code
80	Appropriate NOA description
84-86	Appropriate standard remarks
87	Unemployment Compensation Code
88	Appropriate free form remarks

613.4 Separation (Codes 320, 321, 323)

.41 Definitions

.411 Code 320—Transfer to Another Agency.

.412 Code 321—Appointment in Another Agency. Appointment other than transfer in different agency, without a break in service of a full workday.

.413 Code 323—Military. This code applies to career employees entering active U.S. military service. The branch of service must be stated. This action is used in all cases instead of military furlough. Evidence that the employee has in fact been inducted into military service is basis for issuance of a separation Code 323.

.42 Required Forms. The following forms must be processed:

a. SF 56. (To be completed if employees request to convert their insurance.)

b. SF 2810.

c. Form 337.

.43 Completing Form 50–A. The following elements must be completed, if appropriate:

Element	*Entry*
1	Effective date of separation
51-54	New mailing address data (if changed)
79	Appropriate NOA Code
80	Appropriate NOA description
84-86	Appropriate standard remarks codes
87	Unemployment Compensation Code
88	Appropriate free form remarks

613.5 Separation (Codes 324, 325)

.51 Definitions

.511 Code 324—Declined Relocation. Separation initiated by the Postal Service when an employee declines (because of family or other reasons) to accompany the function or activity when it is moved to a new geographic location.

.512 Code 325—Declined Assignment. Separation initiated by the Postal Service when an employee declines, because of family or other personal reasons, a new assignment which is occasioned by an established rotation policy, or directed in the best interest of the Postal Service.

.52 Required Forms. The following forms must be processed, if appropriate:

a. SF 8.

b. SF 56.

c. Form 337.

d. SF 2802.

e. SF 2810.

.53 Completing Form 50–A. The following elements must be completed:

Element	*Entry*
1	Effective date of separation
51-54	New mailing address data (if changed)
79	Appropriate NOA code
80	Appropriate NOA description
84-86	Appropriate standard remarks
87	Unemployment compensation code
88	Appropriate free form remarks

613.6 Involuntary Separations (Codes 328, 329, 346)

.61 Definitions

.611 Code 328—Termination During Probation for Pre-Appointment Conditions. Separation initiated by USPS because of conditions arising, wholly or partially, before the employee's entrance on duty.

.612 Code 329—Termination During Probation for Other Conditions. Separation initiated by USPS because of conditions arising wholly or partially after the employee's entrance on duty, and not covered by Code 328.

.613 Code 346—Removal for Conditions Arising After Entrance on Duty. Separation initiated by USPS based on cause involving misconduct, delinquency, inefficiency, disqualification, or other cause not covered by another personnel action listed in 613.

.62 Required Forms. The following forms must be processed, if appropriate:

a. SF 8.

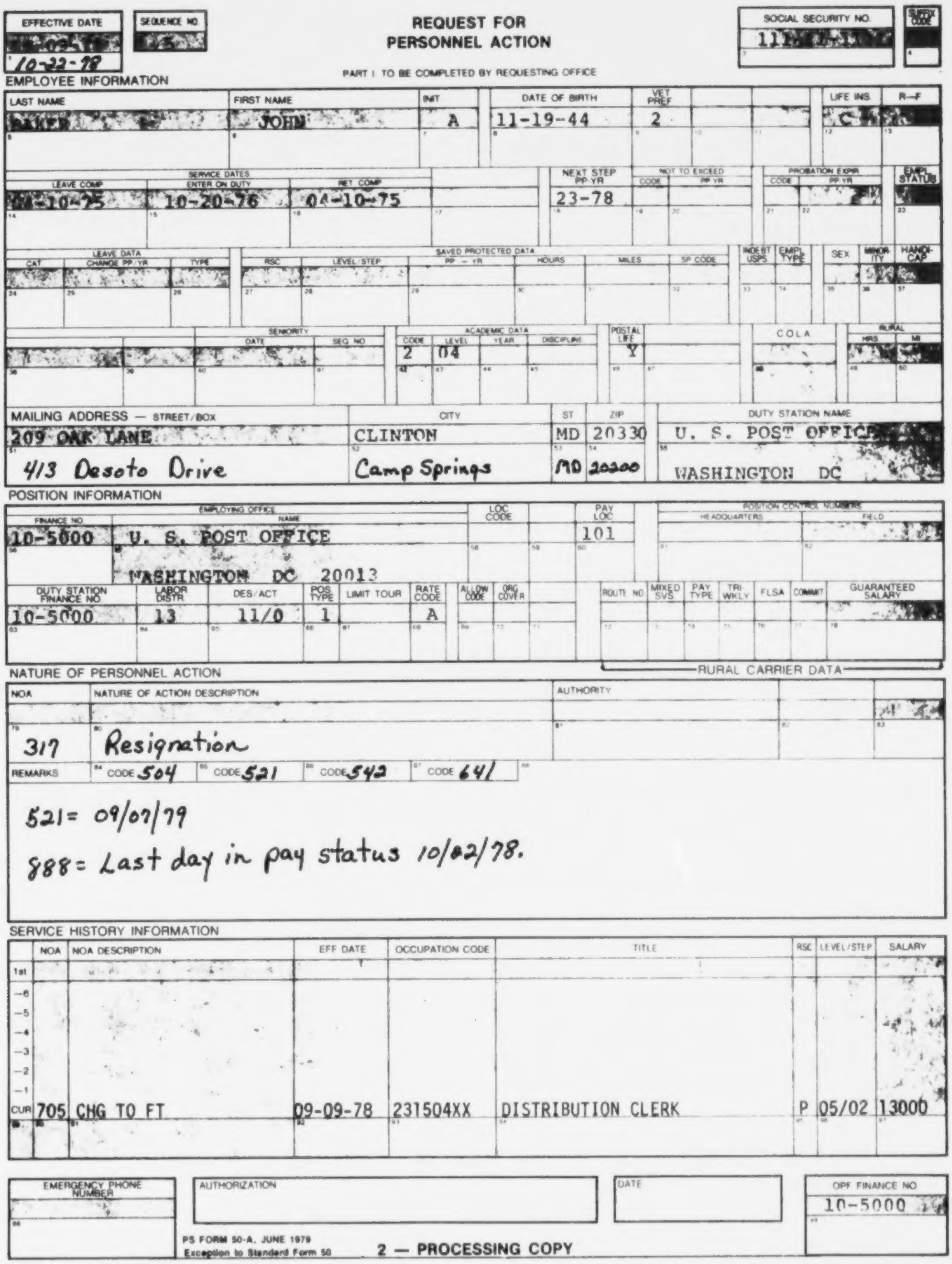
b. SF 56.

c. Form 337.

d. SF 2802.

e. SF 2810.

.63 Completing Form 50–A. When executing Form 50 as a result of disciplinary action, limit excessive free-form remarks (element 88). Enter in this section only the date of the disciplinary notice and the subject of



REQUEST FOR PERSONNEL ACTION

PART I TO BE COMPLETED BY REQUESTING OFFICE

EFFECTIVE DATE: [illegible] / 10-22-78
SEQUENCE NO: [illegible]
SOCIAL SECURITY NO: 11[illegible]
SUFFIX CODE:

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF	LIFE INS	R—F
BAKER	JOHN	A	11-19-44	2	C	[illegible]

SERVICE DATES: LEAVE COMP	ENTER ON DUTY	RET COMP	NEXT STEP PP YR	NOT TO EXCEED CODE	PP YR	PROBATION EXPIR CODE	PP YR	EMPL STATUS
04-10-75	10-20-76	04-10-75	23-78				[illegible]	[illegible]

LEAVE DATA: CAT / CHANGE PP/YR / TYPE — SAVED PROTECTED DATA: RSC / LEVEL/STEP / PP – YR / HOURS / MILES / SP CODE — INDEBT USPS — EMPL TYPE — SEX — MINORITY — HANDICAP

SENIORITY: DATE / SEQ NO

ACADEMIC DATA: CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	COLA	RURAL HRS	MI
2	04			Y		[illegible]	[illegible]

MAILING ADDRESS — STREET/BOX	CITY	ST	ZIP	DUTY STATION NAME
209 OAK LANE	CLINTON	MD	20330	U. S. POST OFFICE
413 Desoto Drive	Camp Springs	MD	20200	WASHINGTON DC

POSITION INFORMATION

EMPLOYING OFFICE: FINANCE NO	NAME	LOC CODE	PAY LOC	POSITION CONTROL NUMBERS: HEADQUARTERS	FIELD
10-5000	U. S. POST OFFICE WASHINGTON DC 20013		101		[illegible]

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	ROUTE NO	MIXED SVS	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
10-5000	13	11/0	1		A									[illegible]

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY
317	Resignation	

REMARKS CODE 504 CODE 521 CODE 542 CODE 641

521= 09/07/79
888= Last day in pay status 10/02/78.

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
−6								
−5								
−4								
−3								
−2								
−1								
CUR	705	CHG TO FT	09-09-78	231504XX	DISTRIBUTION CLERK	P	05/02	13000

EMERGENCY PHONE NUMBER:
AUTHORIZATION:
DATE:
OPF FINANCE NO: 10-5000

PS FORM 50-A, JUNE 1979
Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 613.33. Form 50–A for Resignation

discipline, stated concisely (that is, usually one or two words will suffice). For example: *Poor Attendance* or *Insubordination* or *Tardiness*. The following elements must be completed.

Element	*Entry*
1	Effective date of separation
51-54	New mailing address data (if changed)
79	Appropriate NOA Code
80	Appropriate NOA description
84-86	Appropriate standard remarks
87	Unemployment Compensation Code
88	Appropriate free form remarks

613.7 Death (Code 350)

.71 Required Forms

a. SF 56.

b. SF 1153, *Claim of Designated Beneficiary and/or Surviving Spouse for Unpaid Compensation of Deceased Civilian Employee.* Give this form to the designated beneficiary and/or surviving spouse of the deceased employee. No entries are required for the personnel processing office.

c. SF 1155. *Claim for Unpaid Compensation of Deceased Civilian Employee.* (No designated beneficiary or surviving spouse.) Furnish this form at the request of claimant. No entries are required of the personnel processing office.

d. SF 2800, *Application for Death Benefits,* (Civil Service Retirement System.) If deceased employee had retirement coverage, furnish this form at the request of surviving spouse or other applicant.

e. SF 2810. (See ELM 520.)

f. FE–6, *Claim for Death Benefits.* (Federal Employees' Group Life Insurance Program.) Give this form to designated beneficiary, surviving spouse, or other claimant. Complete according to instructions on the form. See ELM 530.

g. CA–6, *Official Superior's Report of Death as a Result of Injury on* Duty. Complete in duplicate, according to instructions on the form, if employee's death is the result of injury sustained while in the performance of duty, and no report of injury has previously been submitted.

h. CA–3, *Report of Termination of Total or Partial Disability.* Prepare in duplicate, according to instructions on the form, if employee's death is the result of injury sustained while in performance of official duties.

.72 Completing Form 50–A

.721 General Instructions

a. Enter any necessary information, such as the last date employee was carried in a pay status.

b. If employee was carried in a nonpay status for more than 130 8-hour workdays during the calendar year in which death occurs, enter the total amount of leave without pay. If information is not available at the time Form 50 is issued, obtain the information and issue a correction Form 50 to indicate total amount of leave without pay.

c. If employee was entitled to lump sum payment for leave, enter: *Payment to be made for XXX hours annual leave.* Period covered by leave ends (date and hours), provided information is available at time the PS Form 50 is issued. If this information is not available, enter the statement: *Payment to be made for all accumulated annual leave to which deceased employee is entitled under existing law.* If the employee was entitled to terminal annual leave at a higher rate, follow instructions in 613.721f.

d. Enter deceased employee's official address at time of death.

e. If employee's OPF contains SF 1152, *Designation of Beneificary, Unpaid Compensation of Deceased Civilian Employee,* remove it and forward to the PDC. If form is not on file, enter: *No SF 1152 on file,* in element 88.

f. When terminating a deceased employee entitled to terminal annual leave at a higher rate, include the following statement in element 88: *Employee to be paid for all terminal annual leave to which entitled under existing law, at higher level rate, if assigned to higher level position on last day of service and would have continued in such status if remaining on rolls.*

g. NOA Code 350 automatically terminates employee's record and manually effects salary and/or terminal leave payment to estate.

***.722* Elements.** The following elements must be completed:

Element	*Entry*
1	Effective date (date of death)
51-54	Mailing address at time of death
79	NOA Code *350*
80	NOA description: *Death*
84-86	Standard remarks (if appropriate)
87	Unemployment compensation code

613.8 Separation—Disability (Code 326)

.81 Definition

.811 Separation initiated by the USPS of an employee who is ineligible for disability retirement and is mentally or physically incapable of performing the duties of the position, if:

a. The employee is advised in writing by the postal installation of eligibility to apply for disability and declines to do so, and the Postal Service does not initiate an application for disability retirement; or

b. The Postal Service initiates application for disability retirement, but OPM does not approve it.

.812 This term also includes legal incompetence. See ELM 314.

.813 This type of separation may be used if an employee (a) is receiving injury compensation from the Office of Workers Compensation, Department of Labor, for a period of one year, and (b) does not meet requirements for disability retirement. (See also ELM 510 (Leave), ELM 550 (Unemployment Compensation), and ELM 540 (Injury Compensation).

.82 Authority. OPM instructions (in the case of disability), or evidence by competent medical and/or legal authority of the employee's inability to perform the duties of the position because of mental or physical condition, constitutes the basis for issuance of a separation action.

.83 Required Forms. Process the following forms, if appropriate:

a. SF 8.

b. SF 56. (Always process if employee is insured.)

c. SF 2802.

d. SF 2810. See ELM 520 for use of this form.

e, Form FE-7, *Claim for Accidential Dismemberment Benefits (Federal Employees' Group Life Insurance).* Complete according to instructions on the form. Form FE-7 is requested from the Office of Personnel Management, Washington, DC 20415, by letter, individually as needed.

.84 Completing Form 50-A. The following elements must be completed:

Element	*Entry*
1	Effective date of separation
51-54	New mailing address data (if changed)
79	NOA Code *325*
80	NOA description: *Separation Disability*
84-86	Appropriate standard remarks
87	Unemployment Compensation Code
88	Appropriate free form remarks

613.9 Termination (Code 352)

.91 Definition. This code is used for:

a. Separation of an employee from a temporary or casual position at the expiration of the appointment (including excepted employees and substitute rural carriers).

b. Termination because of lack of work.

.92 Required Form. SF 8.

.93 Completing Form 50-A. The following elements must be completed:

Element	*Entry*
1	Effective date of termination
51-54	New mailing address data (if changed)
79	NOA Code *352*
80	NOA description: *Termination*
84-86	Appropriate standard remarks
87	Unemployment Compensation Code
88	Appropriate free form remarks

614 Change Actions

614.1 General

.11 Definition. A change action is any personnel action that occurs during continuous employment within the Postal Service. Change actions include promotion, change to lower level, reassignment, conversion, pay status changes, and other changes which do not result in the addition or loss of an employee for the Postal Service.

.12 General Requirements

.121 Effective Date. Change actions are effective at the beginning of a pay period. For example, a promotion action should be made effective at the beginning of the first pay period following the date that all qualifications and approvals are completed.

.122 Position Ranking under Delegated Authority. A change action placing an employee in a position ranked under authority delegated in ELM Chapter 4 must show the following statement in element 88 of the Form 50: *Ranking of this position is subject to post audit and correction.* If the change action results from the correction of position ranking on post audit by the Office of Compensation, E&LR, show in element 88, Form 50: *Position ranking corrected by Office of Compensation.* If the correct ranking of the position results in a lower ranking than that assigned prior to the post audit, procedures for adverse action must be followed before a Form 50 is executed changing the employee to the lower level.

.123 Saved Rate or Protected Rate. Elements 27 through 32 must be completed on the Form 50, if salary represents a protected rate; element 32 must be completed if salary is a saved rate.

614.2 Miscellaneous Status Changes (Codes 292, 460, 462)

.21 Return to Duty (Code 292)

.211 Definition. A return to a pay status from a period of leave without pay over 30 calendar days, whether at the request of the employee or otherwise.

.212 Completing Form 50-A. See Exhibit 614.21. LWOP in excess of 6 months must be subtracted from service. The deferment period for the next step increase depends on the length of absence, as follows:

Period of LWOP (weeks)	*Deferment Period (pay periods)*
0 to less than 13	No deferment
13 to less than 26	7
26 to less than 40	13
40 to less than 52	20
52	26
More than 52	One PP for each 2 weeks of LWOP

The following elements must be completed:

Element	*Entry*
1	Effective date (date employee actually returns to pay status)
4	Suffix Code - enter appropriate code, if employee has dual appointment with same SSN.
18	Next Step/PP/YR (see table above)
79	NOA Code *292*
80	NOA description: *Return to Duty*
84-87	Appropriate standard remarks
88	Appropriate free form remarks

.22 LWOP Exceeding 30 Days (Code 460)

.221 Definition A temporary nonpay status and absence from duty that may be granted on employee's request. This includes leave without pay (LWOP) for military duty. (See ELM 510.)

.222 Completing Form 50-A. The following elements must be completed:

Element	*Entry*
1	Effective date
4	Suffix Code (if appropriate)
79	NOA Code 460
80	NOA description: *LWOP (Exceeding 30 days)*
84-87	Standard remarks
88	Appropriate free form remarks

.23 LWP Pending Disab Retire NTE (Code 462)

.231 Definition. Absence from duty with pay status pending disability retirement, not to exceed date sick leave expires, for employees who have been approved by the Office of Personnel Management for disability retirement, with sick leave exceeding or scheduled to exceed 30 calendar days.

.232 Establishing Effective Date

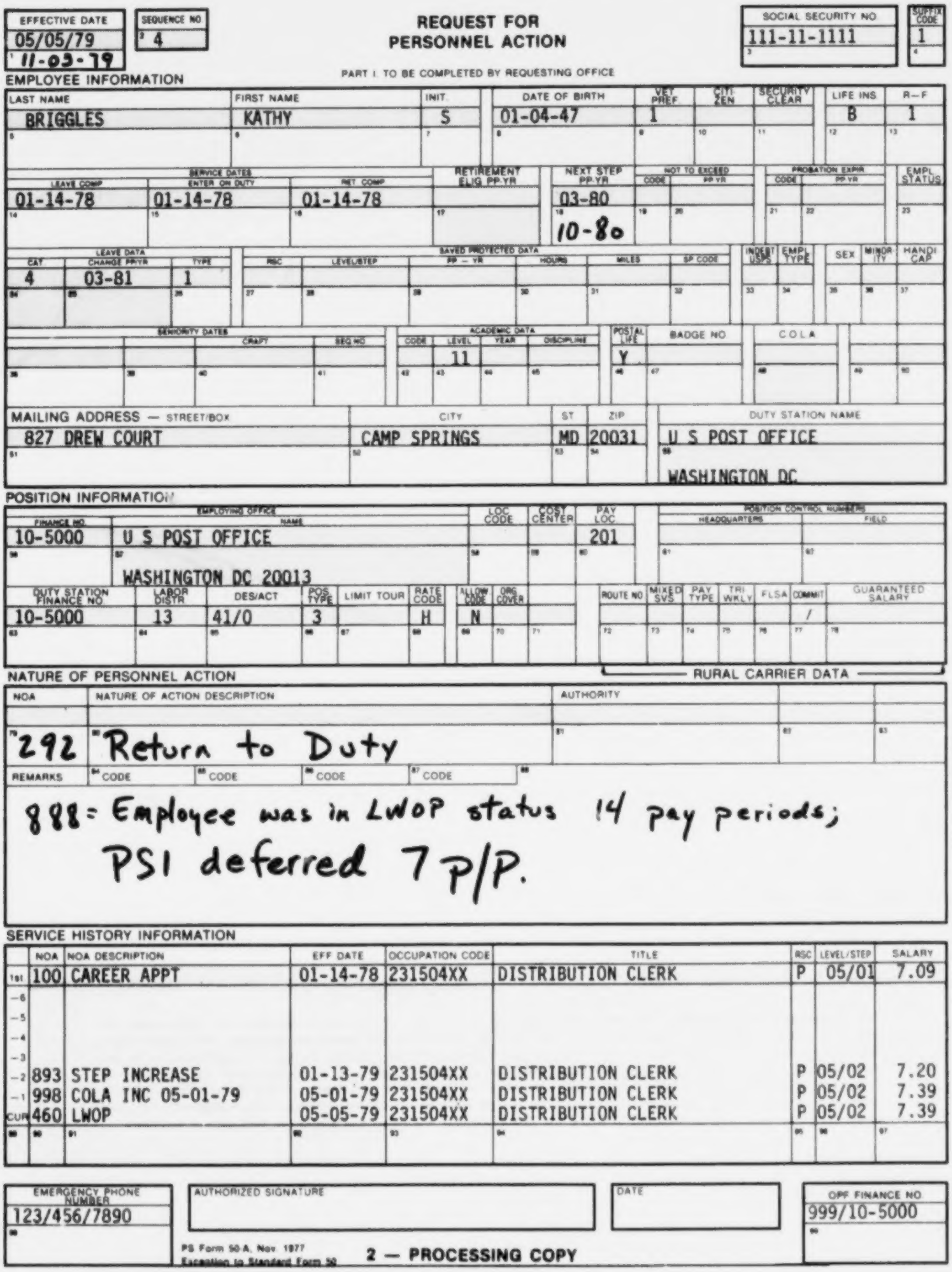
a. If the employee is on sick leave when the disability retirement is approved, the action is effective on the first day of sick leave following receipt by the installation head of approval.

b. If the employee is still at work when disability retirement is approved, the employee must be placed on sick leave and the action is effective on the first day of sick leave following receipt by installation head of approval.

.233 Procedure. After generating this Form 50 using NOA code 462, it will be necessary to generate another Form 50 when the employee's sick leave has expired, using NOA 301 (retirement disability), to separate the person from the rolls.

.234 Completing Form 50–A. The following elements must be completed, if appropriate:

Element	*Entry*
1	Effective date
4	Suffix Code (if applicable)
23	Employee status code
79	NOA Code *462*
80	NOA description: *LWP Pending Disab Retire*
84-87	Appropriate standard remarks



EFFECTIVE DATE: 05/05/79 11-03-79
SEQUENCE NO: 4

REQUEST FOR PERSONNEL ACTION

SOCIAL SECURITY NO: 111-11-1111
SUFFIX CODE: 1

PART I. TO BE COMPLETED BY REQUESTING OFFICE

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF	CITIZEN	SECURITY CLEAR	LIFE INS	R—F
BRIGGLES	KATHY	S	01-04-47	1			B	1

SERVICE DATES: LEAVE COMP	SERVICE DATES: ENTER ON DUTY	SERVICE DATES: RET COMP	RETIREMENT ELIG PP-YR	NEXT STEP PP-YR	NOT TO EXCEED: CODE	NOT TO EXCEED: PP-YR	PROBATION EXPIR: CODE	PROBATION EXPIR: PP-YR	EMPL STATUS
01-14-78	01-14-78	01-14-78		03-80 10-80					

LEAVE DATA: CAT	LEAVE DATA: CHANGE PP/YR	LEAVE DATA: TYPE	SAVED PROTECTED DATA: RSC	LEVEL/STEP	PP — YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	SEX	MINORITY	HANDICAP
4	03-81	1											

SENIORITY DATES		CRAFT	SEQ NO	ACADEMIC DATA: CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	BADGE NO	COLA		
					11			Y				

MAILING ADDRESS — STREET/BOX	CITY	ST	ZIP	DUTY STATION NAME
827 DREW COURT	CAMP SPRINGS	MD	20031	U S POST OFFICE WASHINGTON DC

POSITION INFORMATION

EMPLOYING OFFICE: FINANCE NO	EMPLOYING OFFICE: NAME	LOC CODE	COST CENTER	PAY LOC	POSITION CONTROL NUMBERS: HEADQUARTERS	POSITION CONTROL NUMBERS: FIELD
10-5000	U S POST OFFICE WASHINGTON DC 20013			201		

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER		ROUTE NO	MIXED SVS	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
10-5000	13	41/0	3		H	N								/	

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY		
292	Return to Duty			

REMARKS CODE CODE CODE CODE

888 = Employee was in LWOP status 14 pay periods; PSI deferred 7 P/P.

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st	100	CAREER APPT	01-14-78	231504XX	DISTRIBUTION CLERK	P	05/01	7.09
−6								
−5								
−4								
−3								
−2	893	STEP INCREASE	01-13-79	231504XX	DISTRIBUTION CLERK	P	05/02	7.20
−1	998	COLA INC 05-01-79	05-01-79	231504XX	DISTRIBUTION CLERK	P	05/02	7.39
CUR	460	LWOP	05-05-79	231504XX	DISTRIBUTION CLERK	P	05/02	7.39

EMERGENCY PHONE NUMBER: 123/456/7890
AUTHORIZED SIGNATURE:
DATE:
OPF FINANCE NO: 999/10-5000

PS Form 50-A, Nov. 1977
Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 614.21. Form 50–A for Return to Duty

88 .... Appropriate free form remarks. *Note:* the date that the LWP expires must be stated in element 88.

614.3 Conversions (Codes 500, 501, 550, 580)

.31 Definition. The conversion of a causal, temporary, excepted, or other employment to another type of employment, involving a change in the employee's status and/or tenure.

.32 Types of Conversions

.321 Conversion to Career from Register (Code 500). Used to convert a temporary or casual employee to a career appointment, from a register. See Exhibit 614.321.

.322 Conversion to Career Noncompetitive (Code 501). Used to convert a temporary or casual employee to a career appointment noncompetitively.

.323 Conversion to Excepted Appointment (Code 550). Used (a) to convert a sub rural carrier (Des. 73), to a sub rural carrier with leave earning status (Des. 72), when a regular rural route is vacant which has no regular rural carrier (Des. 71) assigned, or (b) to convert a sub rural carrier (Des. 73) to an auxiliary rural carrier (Des. 77), to establish a primary leave earning position for the carrier. On conversion to a Des. 72, terminate dual appointment with NOA Code 960. See Exhibits 614.323a and 614.323b.

.324 Conversion to Regular Rural Carrier (Code 580). Used to convert a substitute rural carrier to an authorized position as a regular rural carrier (Des. 71). See Exhibit 614.324. Note: A regular rural carrier's successful bid to a new route is done with NOA Code 721, Reassignment.

.33 Required Forms. The following forms may be required, depending on the circumstances in the individual action:

a. SF 15, *Claim for 10 Point Veteran Preference.*

b. SF 2823, *Designation of Beneficiary (FEGLI),* used if employee does not want standard order of preference. (See ELM 530).

c. Form 85, *Non-Sensitive Security Clearance.* Required if security investigation was not conducted in previous position, and conversion results in retention on the rolls for over 90 days.

d. SF 105, *Certificate of Membership in U.S. Civil Service Commission Retirement System.* Use for conversion to career. Prepare originals only and give to employee.

e. SF 2817, *Life Insurance Election, Declination, or Waiver of Life Insurance Coverage.*

f. SF 1152, *Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee.* Use only if employee wants to change standard order of precedence.

g. Form 2485, *Certificate of Medical Examination.*

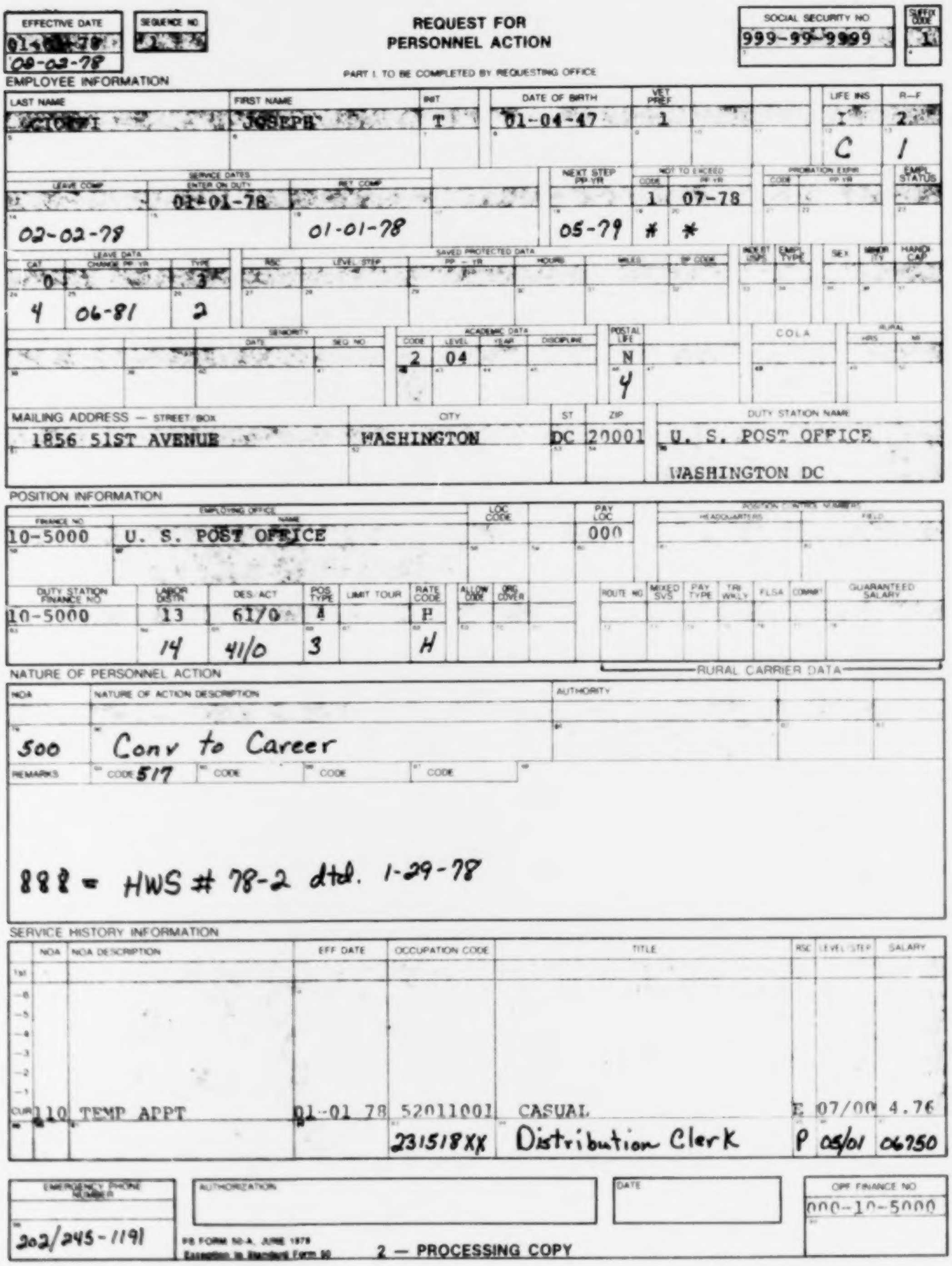
h. Form 2591, *Application for Employment.* Required if application was not obtained for previous position.

i. SF 2808, *Designation of Beneficiary Civil Service Retirement System.* Use only if employee wants to change standard order of precedence.

j. SF 2809, *Health Benefits Registration Form.*

.34 Completing Form 50–A. The following elements must be completed, if applicable (see Exhibits 614.321, 614.323, and 614.324):

Element	*Entry*
1	Effective date
4	Suffix Code
9	Veteran Preference Code
12	Life Insurance Code
13	Retirement Code
14	Leave Computation Date
16	Retirement Computation Date
18	Next Step Increase PP/YR
21	Probation Code
22	Probation Expiration PP/YR
24	Leave Category
25	Leave Change PP/YR
26	Leave Type
36	Minority Code
37	Handicap Code
43	Education Level
44	Academic Discipline Year
45	Academic Discipline
46	Postal Life Code
49	Rural Carrier Hours
50	Rural Carrier Miles
51-54	New mailing address data (if changed)
56	Employing Office Finance Number
60	Pay Location
63	Duty Station Finance Number
64	Labor Distribution Code
65	Designation/Activity Code
66	Position Type
67	Limited Tour Hours
68	Rate Code
69	Allowance Code
72	Rural Route Number
74	Pay Type Code
75	Tri-Weekly Code
76	FLSA Pay Type Code
77	Rural Carrier Commitment Y = Yes N = No (Used as signal that carrier signed agreement to carry the route and not exceed 2,080 hours during guarantee period.)
79	NOA Code *500, 501, 550,* or *580*
80	Appropriate NOA description
84-87	Appropriate standard remarks
88	Appropriate free form remarks
93	Occupation Code
95	Rate Schedule Code
96	Level/Step
97	Salary
98	Emergency phone number (if changed)
99	OPF finance number



REQUEST FOR PERSONNEL ACTION

PART I. TO BE COMPLETED BY REQUESTING OFFICE

EFFECTIVE DATE	01-[illegible]-78 02-02-78
SEQUENCE NO	[illegible]
SOCIAL SECURITY NO	999-99-9999
SUFFIX CODE	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF	LIFE INS	R—F
[illegible]	JOSEPH	T	01-04-47	1	I	2
					C	1

SERVICE DATES: LEAVE COMP	ENTER ON DUTY	RET COMP	NEXT STEP PP YR	NOT TO EXCEED: CODE	PP YR	PROBATION EXPIR: CODE	PP YR	EMPL STATUS
	01-01-78			1	07-78			
02-02-78		01-01-78	05-79	*	*			

LEAVE DATA: CAT	CHANGE PP YR	TYPE	SAVED PROTECTED DATA: RSC	LEVEL STEP	PP — YR	HOURS	MILES	ZIP CODE	EMPL TYPE	SEX	MINORITY	HANDICAP
0		3										
4	06-81	2										

SENIORITY: DATE	SEQ NO	ACADEMIC DATA: CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	COLA	RURAL: HRS	MI
		2	04			N			
						4			

MAILING ADDRESS — STREET BOX	CITY	ST	ZIP	DUTY STATION NAME
1856 51ST AVENUE	WASHINGTON	DC	20001	U. S. POST OFFICE WASHINGTON DC

POSITION INFORMATION

EMPLOYING OFFICE: FINANCE NO	NAME	LOC CODE	PAY LOC	POSITION CONTROL NUMBERS: HEADQUARTERS	FIELD
10-5000	U. S. POST OFFICE		000		

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	ROUTE NO	MIXED SVS	PAY TYPE	TRI WKLY	FLSA	COMM'T	GUARANTEED SALARY
10-5000	13	6170	4		P									
	14	41/0	3		H									

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY
500	Conv to Career	

REMARKS CODE 517 CODE CODE CODE

888 = HWS # 78-2 dtd. 1-29-78

SERVICE HISTORY INFORMATION

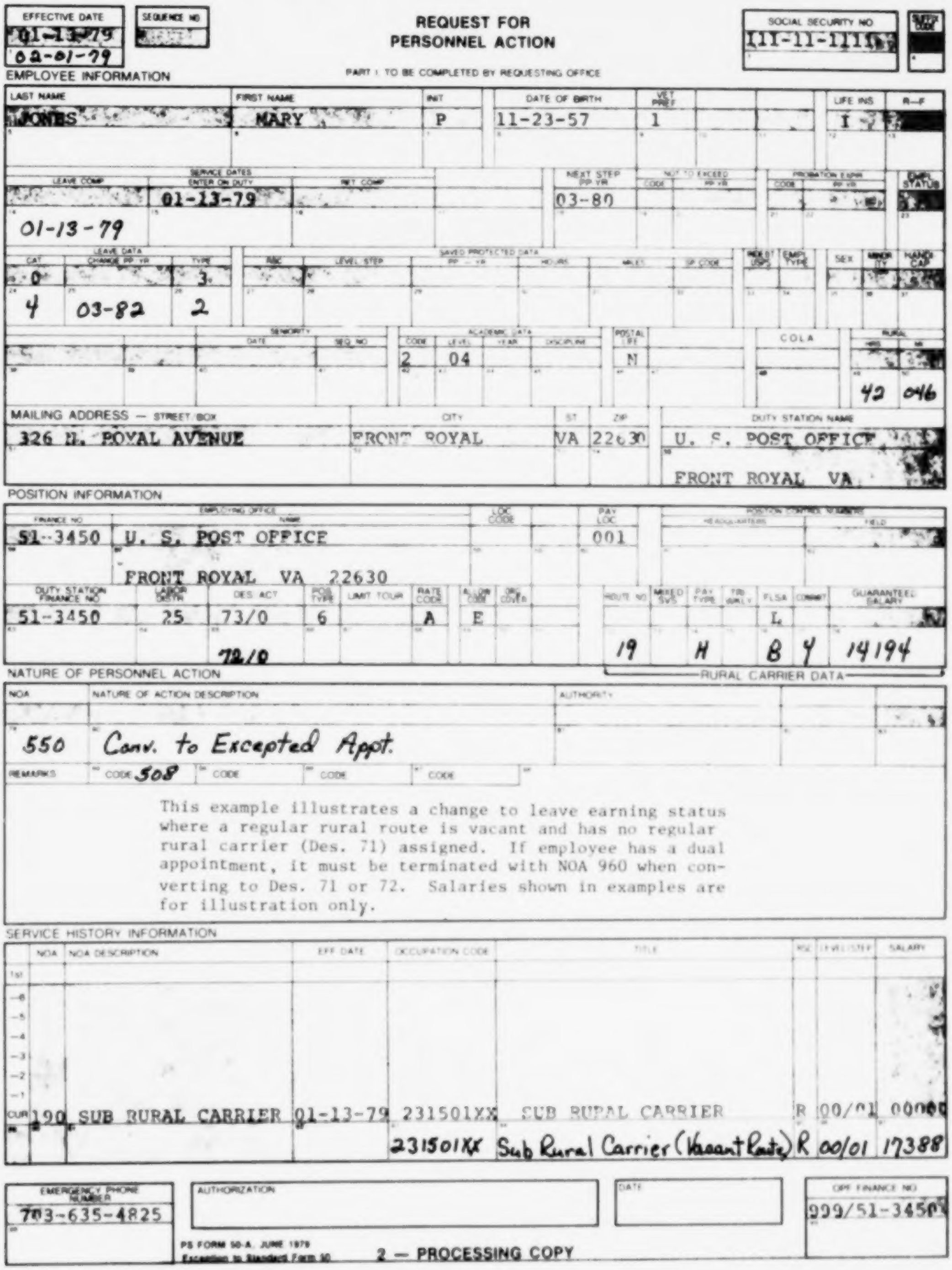
	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
−6								
−5								
−4								
−3								
−2								
−1								
CUR	110	TEMP APPT	01-01 78	52011001	CASUAL	E	07/00	4.76
				231518XX	Distribution Clerk	P	05/01	06750

EMERGENCY PHONE NUMBER	AUTHORIZATION	DATE	OPF FINANCE NO
202/245-1191			000-10-5000

PS FORM 50-A, JUNE 1979
Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 614.321. Form 50–A for Conversion to Career



EFFECTIVE DATE: 01-13-79
02-01-79
SEQUENCE NO

REQUEST FOR PERSONNEL ACTION

PART I: TO BE COMPLETED BY REQUESTING OFFICE

SOCIAL SECURITY NO: 111-11-1111

EMPLOYEE INFORMATION

LAST NAME: JONES
FIRST NAME: MARY
INIT: P
DATE OF BIRTH: 11-23-57
VET PREF: 1
LIFE INS: I

SERVICE DATES
LEAVE COMP: 01-13-79
ENTER ON DUTY: 01-13-79
RET COMP
NEXT STEP PP YR: 03-80
NOT TO EXCEED: CODE, PP YR
PROBATION EXPIR: CODE, PP YR
EMPL STATUS

LEAVE DATA
CAT: 0 / 4
CHANGE PP YR: 03-82
TYPE: 3 / 2

SAVED PROTECTED DATA: RSC, LEVEL STEP, PP – YR, HOURS, MILES, ZIP CODE
INELIGIBLE USPS
EMPL TYPE
SEX
MINORITY
HANDICAP

SENIORITY: DATE, SEQ NO
ACADEMIC DATA: CODE: 2, LEVEL: 04, YEAR, DISCIPLINE
POSTAL LIFE: N
COLA
RURAL: HRS: 42, MI: 046

MAILING ADDRESS — STREET/BOX: 326 N. ROYAL AVENUE
CITY: FRONT ROYAL
ST: VA
ZIP: 22630
DUTY STATION NAME: U. S. POST OFFICE
FRONT ROYAL VA

POSITION INFORMATION

EMPLOYING OFFICE
FINANCE NO: 51-3450
NAME: U. S. POST OFFICE
FRONT ROYAL VA 22630
LOC CODE
PAY LOC: 001
POSITION CONTROL NUMBER: HEADQUARTERS, FIELD

DUTY STATION FINANCE NO: 51-3450
LABOR DISTR: 25
DES ACT: 73/0
72/0
POS TYPE: 6
LIMIT TOUR
RATE CODE: A
ALLOW CODE: E
DIFF COVER

RURAL CARRIER DATA
ROUTE NO: 19
MIXED SVS
PAY TYPE: H
TRI WKLY
FLSA: L / B
COMMIT: Y
GUARANTEED SALARY: 14194

NATURE OF PERSONNEL ACTION

NOA: 550
NATURE OF ACTION DESCRIPTION: Conv. to Excepted Appt.
AUTHORITY

REMARKS
CODE 508
CODE
CODE
CODE

This example illustrates a change to leave earning status where a regular rural route is vacant and has no regular rural carrier (Des. 71) assigned. If employee has a dual appointment, it must be terminated with NOA 960 when converting to Des. 71 or 72. Salaries shown in examples are for illustration only.

SERVICE HISTORY INFORMATION

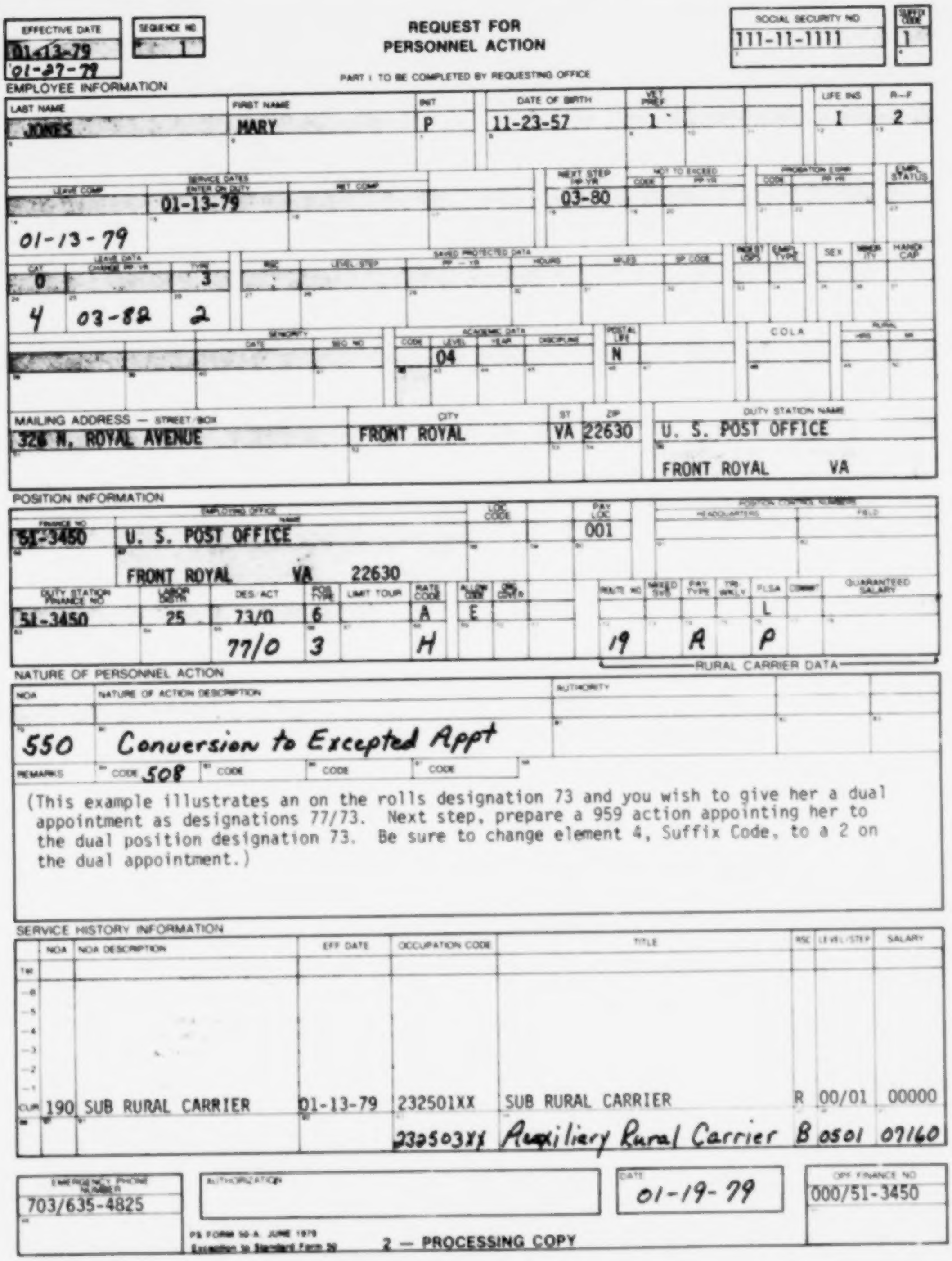
	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
–6								
–5								
–4								
–3								
–2								
–1								
CUR	190	SUB RURAL CARRIER	01-13-79	231501XX	SUB RURAL CARRIER	R	00/01	00000
				231501XX	Sub Rural Carrier (Vacant Route)	R	00/01	17388

EMERGENCY PHONE NUMBER: 703-635-4825
AUTHORIZATION
DATE
OPF FINANCE NO: 999/51-3450

PS FORM 50-A, JUNE 1979
Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 614.323a. Form 50–A for Conversion to Excepted Appointment (Des. 73 to 72)



REQUEST FOR PERSONNEL ACTION

PART I: TO BE COMPLETED BY REQUESTING OFFICE

EFFECTIVE DATE: 01-13-79 / 01-27-79

SEQUENCE NO: 1

SOCIAL SECURITY NO: 111-11-1111

SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF	LIFE INS	R–F
JONES	MARY	P	11-23-57	1	I	2

SERVICE DATES — LEAVE COMP: 01-13-79

SERVICE DATES — ENTER ON DUTY: 01-13-79

NEXT STEP PP YR: 03-80

LEAVE DATA — CAT: 0 / 4

LEAVE DATA — CHANGE PP YR: 03-82

LEAVE DATA — TYPE: 3 / 2

ACADEMIC DATA — LEVEL: 04

POSTAL LIFE: N

MAILING ADDRESS — STREET/BOX: 326 N. ROYAL AVENUE

CITY: FRONT ROYAL

ST: VA

ZIP: 22630

DUTY STATION NAME: U. S. POST OFFICE
FRONT ROYAL VA

POSITION INFORMATION

EMPLOYING OFFICE — FINANCE NO: 51-3450

EMPLOYING OFFICE — NAME: U. S. POST OFFICE
FRONT ROYAL VA 22630

PAY LOC: 001

DUTY STATION FINANCE NO	LABOR DSTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE
51-3450	25	73/0	6		A	E
		77/0	3		H	

RURAL CARRIER DATA

ROUTE NO	MIXED SVS	PAY TYPE	TRI WKLY	FLSA
				L
19		A		P

NATURE OF PERSONNEL ACTION

NOA: 550

NATURE OF ACTION DESCRIPTION: Conversion to Excepted Appt

REMARKS — CODE: 508

(This example illustrates an on the rolls designation 73 and you wish to give her a dual appointment as designations 77/73. Next step, prepare a 959 action appointing her to the dual position designation 73. Be sure to change element 4, Suffix Code, to a 2 on the dual appointment.)

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
CUR	190	SUB RURAL CARRIER	01-13-79	232501XX	SUB RURAL CARRIER	R	00/01	00000
				232503XX	Auxiliary Rural Carrier	B	0501	07160

EMERGENCY PHONE NUMBER: 703/635-4825

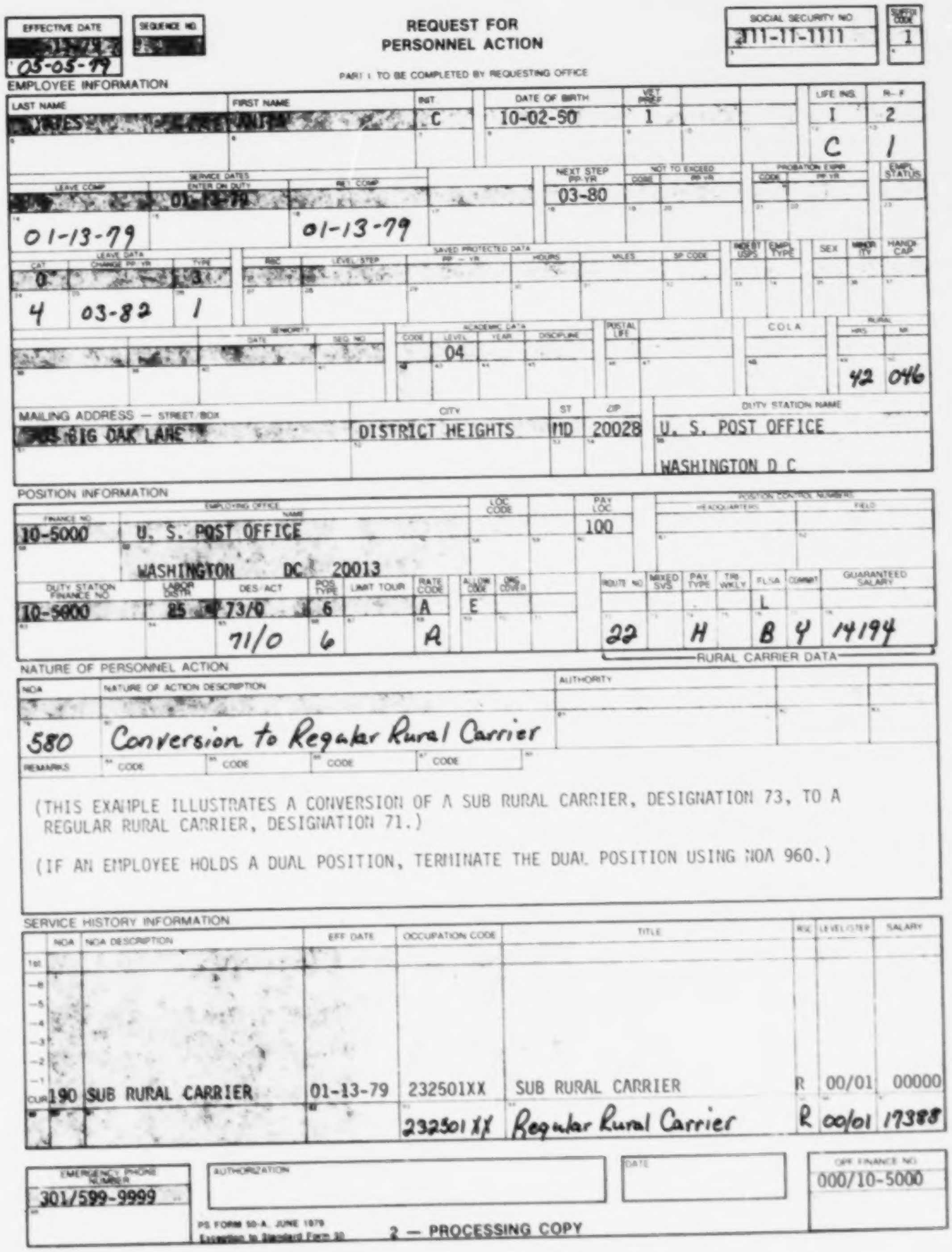
DATE: 01-19-79

OPF FINANCE NO: 000/51-3450

PS FORM 50-A, JUNE 1979
Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 614.323b. Form 50–A for Conversion to Excepted Appointment (Des. 73 to 77)



EFFECTIVE DATE [redacted] 05-05-79

SEQUENCE NO. [redacted]

REQUEST FOR PERSONNEL ACTION

PART I. TO BE COMPLETED BY REQUESTING OFFICE

SOCIAL SECURITY NO. 111-11-1111

SUFFIX CODE 1

EMPLOYEE INFORMATION

LAST NAME [redacted]

FIRST NAME [redacted]

INIT C

DATE OF BIRTH 10-02-50

VET PREF 1

LIFE INS. I C

R-F 2 1

SERVICE DATES

LEAVE COMP [redacted] 01-13-79

ENTER ON DUTY 01-13-79

RET. COMP [redacted] 01-13-79

NEXT STEP PP-YR 03-80

NOT TO EXCEED

PROBATION EXPIR

EMPL STATUS

LEAVE DATA

CAT 0 4

CHANGE PP-YR 03-82

TYPE 3 1

RSC

LEVEL STEP

SAVED PROTECTED DATA PP-YR HOURS MILES SP CODE

INDEBT USPS

EMPL TYPE

SEX

MINORITY

HANDICAP

SENIORITY DATE SEQ NO [redacted]

ACADEMIC DATA CODE LEVEL 04 YEAR DISCIPLINE

POSTAL LIFE

COLA

RURAL HRS 42 MI 046

MAILING ADDRESS — STREET/BOX [redacted] BIG OAK LANE

CITY DISTRICT HEIGHTS

ST MD

ZIP 20028

DUTY STATION NAME U. S. POST OFFICE WASHINGTON D C

POSITION INFORMATION

EMPLOYING OFFICE FINANCE NO. 10-5000

NAME U. S. POST OFFICE WASHINGTON DC 20013

LOC CODE

PAY LOC 100

POSITION CONTROL NUMBERS HEADQUARTERS FIELD

DUTY STATION FINANCE NO. 10-5000

LABOR DSTN 25

DES/ACT 73/0 71/0

POS TYPE 6 6

LIMIT TOUR

RATE CODE A A

ALLOW CODE E

ORG COVER

RURAL CARRIER DATA

ROUTE NO 22

MIXED SVS

PAY TYPE H

TRI WKLY

FLSA L B

COMMIT 4

GUARANTEED SALARY 14194

NATURE OF PERSONNEL ACTION

NOA 580

NATURE OF ACTION DESCRIPTION Conversion to Regular Rural Carrier

AUTHORITY

REMARKS CODE CODE CODE CODE

(THIS EXAMPLE ILLUSTRATES A CONVERSION OF A SUB RURAL CARRIER, DESIGNATION 73, TO A REGULAR RURAL CARRIER, DESIGNATION 71.)

(IF AN EMPLOYEE HOLDS A DUAL POSITION, TERMINATE THE DUAL POSITION USING NOA 960.)

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CUR	190	SUB RURAL CARRIER	01-13-79	232501XX	SUB RURAL CARRIER	R	00/01	00000
				232501XX	Regular Rural Carrier	R	00/01	17388

EMERGENCY PHONE NUMBER 301/599-9999

AUTHORIZATION

DATE

OPF FINANCE NO. 000/10-5000

PS FORM 50-A, JUNE 1979 Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 614.324. Form 50-A for Conversion to Regular Rural Carrier

614.4 Code 700 Series

.41 Promotion (Code 702)

.411 Definition. A promotion is the permanent assignment of an employee to an established position having a equivalent higher grade with a higher salary than the position to which the employee was previously assigned.

.412 Completing Form 50–A. The following elements must be completed, if changed (see Exhibit 614.41):

Element	*Entry*
1	Effective date
4	Suffix Code
18	Next step PP/YR
27-30	If employee's protection ceases as a result of this action, use an asterisk (*) to delete 27-30. Do not use a zero.
46	Postal Life code
56	Employing office finance number
60	Pay location
63	Duty station finance number
64	Labor Distribution Code
65	Designation/Activity Code
66	Position type
67	Limited tour
68	Rate Code
69	Allowance Code
79	NOA code *702*
80	NOA description: *Promotion*
84-87	Appropriate standard remarks
88	Appropriate free form remarks
93	Occupation Code
94	Occupation Title
95	Rate Schedule Code
96	Level/Step
97	Salary
99	Finance number where OPF located

.413 Reporting Requirements. For competitive promotions to EAS positions, a Form 5938–X is required. See 538.12 and 546.

.42 Change to Full Time (Code 705)

.421 Definition. A change from a part-time to a full time position without a change in equivalent level.

.422 Completing Form 50–A. See Exhibit 614.42. The following elements must be completed, if applicable.

Element	*Entry*
1	Effective date
18	Next Step PP/YR
21	Probation Code
22	Probation expiration date
24	Leave category
25	Leave change PP/YR
26	Leave type
43	Educational level (If educational level is 13 or above, complete 44 & 45.)
44	Academic discipline year
45	Academic discipline
46	Postal Life code
51-54	New mailing address data (if changed)
60	Pay location
64	Labor Distribution Code
65	Designation/Activity Code
66	Position type
68	Rate Code
69	Allowance Code
79	NOA Code *705*
80	NOA description: *Chg to Full Time*
84-87	Appropriate standard remarks
88	Appropriate free form remarks
93	Occupation Code
94	Occupation Title
95	Rate Schedule Code
96	Level/Step
97	Salary
98	Emergency telephone number
99	OPF finance number

.43 Change to Lower Level (Code 713)

.431 Definition. A change to a lower, or restoration to an intermediate equivalent level with a permanent lower salary.

.432 Completing Form 50–A. See Exhibit 614.43. The following elements must be completed, if applicable:

Element	*Entry*
1	Effective date
4	Suffix Code
18	Next Step PP/YR
27-32	Complete these fields if appropriate. If employee's protection status ceases as a result of this action, asterisk (*) out all appropriate fields.
60	Pay location
63	Duty station finance number
64	Labor Distribution Code
65	Designation/Activity Code
66	Position type
67	Limited tour hours
68	Rate Code
69	Allowance Code
79	NOA Code *713*
80	NOA description: *Chg to Lower Level*
84-87	Appropriate standard remarks
88	Appropriate free form remarks
93	Occupation Code
94	Occupation Title
95	Rate schedule code
96	Level/Step
97	Salary
98	Emergency phone number
99	OPF finance number

.44 Change to Part Time Flexible (Code 716)

.441 Definition. The change of a career full-time employee to a career part-time flexible position of the same position and level.

.442 Completing Form 50–A. The following elements must be completed, if appropriate:

Element	*Entry*
1	Effective Date
4	Suffix Code (if changed)
24	Leave Category (if changed)
25	Leave Change PP/YR (if changed)
26	Leave Type

28	*Saved/Protected* —Level/Step (if applicable)
29	*Saved/Protected*— PP/YR protected status terminates. (if applicable)
32	Saved/Protected Code. (if applicable)
60	Pay Location
64	Labor Distribution Code
65	Designation/Activity Code
66	Position Type
67	Limited Tour Hours (if applicable)
68	Rate Code
69	Allowance Code
79	NOA Code *716*
80	NOA description: *Chg to PTF*
84-87	Appropriate standard remarks
88	Appropriate free form remarks
93	Occupation Code
94	Occupation title
95	Rate Schedule Code
96	Level/Step
97	Salary
98	Emergency phone number
99	OPF finance number

.45 Reassignment (Code 721)

.451 Definition. A change of a career employee from one position to another within the same finance number, without a promotion or change to lower level. This term includes changes from one schedule to another, or a change from one rural route to another within the same office.

.452 Completing Form 50–A. See Exhibit 614.45. The following elements must be completed, if applicable:

Element	*Entry*
1	Effective date
4	Suffix Code (if changed)
18	Next Step PP/YR (if changed)
51-54	New mailing address data (if changed)
60	Pay Location
64	Labor Distribution Code
65	Designation/Activity Code
66	Position Type
67	Limited Tour Hours
68	Rate Code
69	Allowance Code
72-78	Rural data, when applicable
79	NOA Code *721*
80	NOA description: *Reassignment*
84-87	Appropriate standard remarks
88	Appropriate free form remarks
93	Occupation code
94	Occupation title
95	Rate Schedule Code
96	Level/Step
97	Emergency phone number
98	Salary
99	OPF finance number

.46 Extension of Temporary (Code 760) & Reappointment of Casual (Code 770)

.461 Definition. Extension of a temporary appointment or reappointment of a casual appointment for additional employment in the same position without a break in service of a workday.

.462 Required Forms

a. Form 85. Required only for Code 760, and only if not processed during initial appointment.

b. Form 2485.

.463 Completing Form 50–A. See Exhibit 614.46. The following elements must be completed, if applicable:

Element	*Entry*
1	Effective date
4	Suffix Code (if changed)
19	NTE Code: 1=90 day casual 2=21 day Christmas casual 3=(do not use) 4=Temporary nonbargaining
20	NTE expiration PP/YR
34	Employment Type Code
60	Pay Location
64	Labor Distribution Code
65	Designation/Activity Code
66	Position Type
69	Allowance Code
79	NOA Code *760* or *770*
80	Appropriate NOA description
84-87	Appropriate standard remarks
88	Appropriate free form remarks (include NTE date)
93	Occupation Code
94	Occupation Title
95	Rate Schedule Code
96	Level/Step
97	Salary
99	OPF finance number

.47 Name Change (Code 780)

.471 Definition. Personnel action necessary to change official records when employee's name is changed by marriage, by court action, or otherwise.

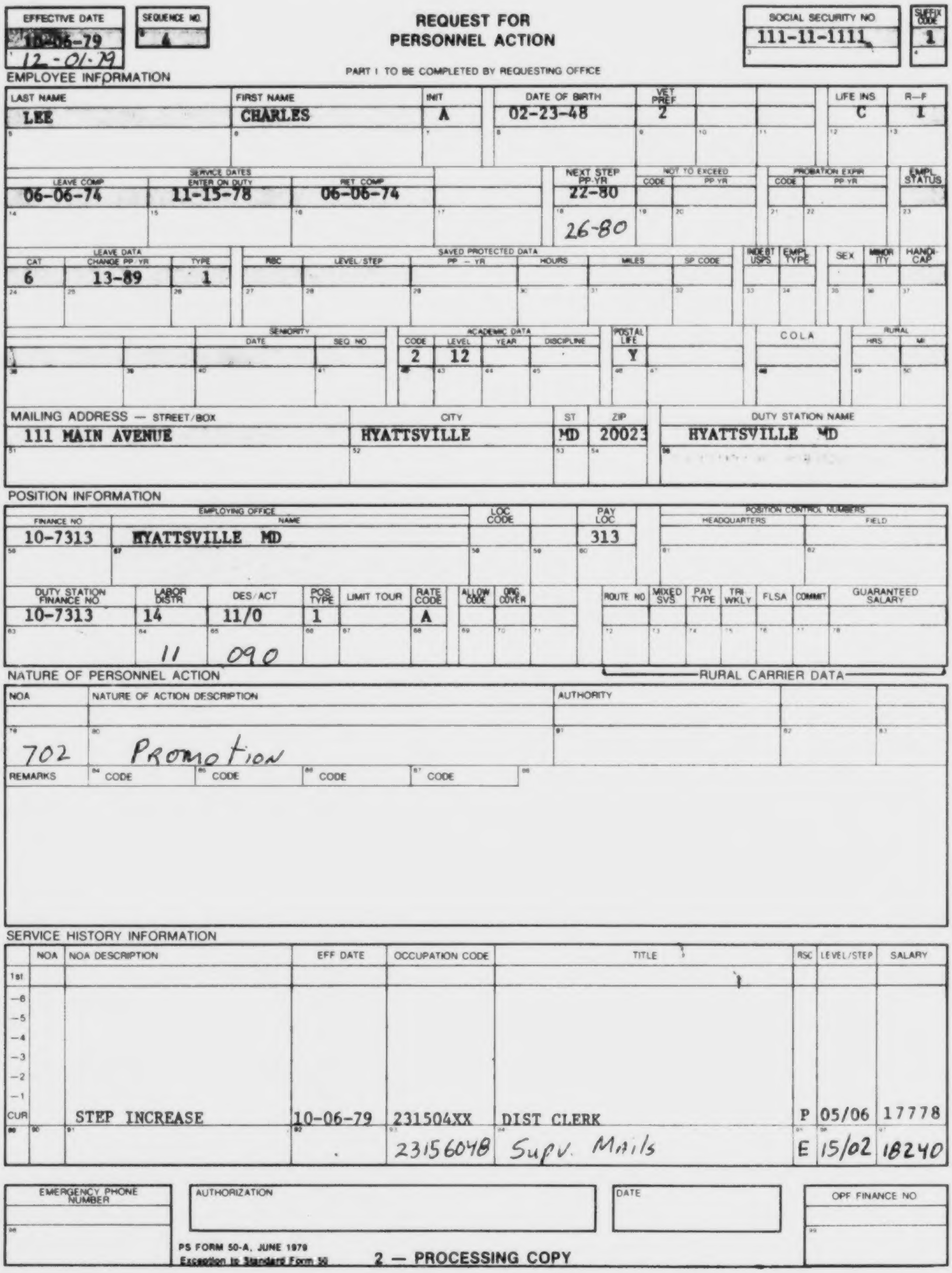
.472 Required Forms

a. SF 2809. This form is needed if employee is covered under Federal Employees' Group Health Benefits (FEGHB) Plan, and is entitled to, and wants to, change type of enrollment.

b. SF 2810. Required if employee is covered by FEGHB.

.473 Completing Form 50–A. See Exhibit 614.47. The following elements must be completed, if applicable.

Element	*Entry*
1	Effective date
5	Employee's new last name
6	Employee's new first name
7	Employee's middle initial
12	Life Insurance Code
51-54	New mailing address data (if changed)
79	NOA Code *780*
80	NOA description: *Name Change*
84-87	Appropriate standard remarks
88	Appropriate free form remarks
98	Emergency phone number



EFFECTIVE DATE: 10-06-79
12-01-79

SEQUENCE NO: 4

REQUEST FOR PERSONNEL ACTION

PART I TO BE COMPLETED BY REQUESTING OFFICE

SOCIAL SECURITY NO: 111-11-1111

SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME: LEE
FIRST NAME: CHARLES
INIT: A
DATE OF BIRTH: 02-23-48
VET PREF: 2
LIFE INS: C
R—F: I

SERVICE DATES — LEAVE COMP: 06-06-74
SERVICE DATES — ENTER ON DUTY: 11-15-78
SERVICE DATES — RET COMP: 06-06-74
NEXT STEP PP-YR: 22-80
26-80
NOT TO EXCEED: CODE / PP YR
PROBATION EXPIR: CODE / PP YR
EMPL STATUS

LEAVE DATA — CAT: 6
LEAVE DATA — CHANGE PP/YR: 13-89
LEAVE DATA — TYPE: 1
SAVED PROTECTED DATA: RSC / LEVEL/STEP / PP — YR / HOURS / MILES / SP CODE
INDEBT USPS / EMPL TYPE / SEX / MINORITY / HANDICAP

SENIORITY: DATE / SEQ NO
ACADEMIC DATA — CODE: 2
ACADEMIC DATA — LEVEL: 12
ACADEMIC DATA — YEAR / DISCIPLINE
POSTAL LIFE: Y
COLA
RURAL: HRS / MI

MAILING ADDRESS — STREET/BOX: 111 MAIN AVENUE
CITY: HYATTSVILLE
ST: MD
ZIP: 20023
DUTY STATION NAME: HYATTSVILLE MD

POSITION INFORMATION

EMPLOYING OFFICE — FINANCE NO: 10-7313
EMPLOYING OFFICE — NAME: HYATTSVILLE MD
LOC CODE
PAY LOC: 313
POSITION CONTROL NUMBERS: HEADQUARTERS / FIELD

DUTY STATION FINANCE NO: 10-7313
LABOR DISTR: 14
11
DES/ACT: 11/0
090
POS TYPE: 1
LIMIT TOUR
RATE CODE: A
ALLOW CODE / ORG COVER

RURAL CARRIER DATA: ROUTE NO / MIXED SVS / PAY TYPE / TRI WKLY / FLSA / COMMIT / GUARANTEED SALARY

NATURE OF PERSONNEL ACTION

NOA: 702
NATURE OF ACTION DESCRIPTION: Promotion
AUTHORITY
REMARKS: CODE / CODE / CODE / CODE

SERVICE HISTORY INFORMATION

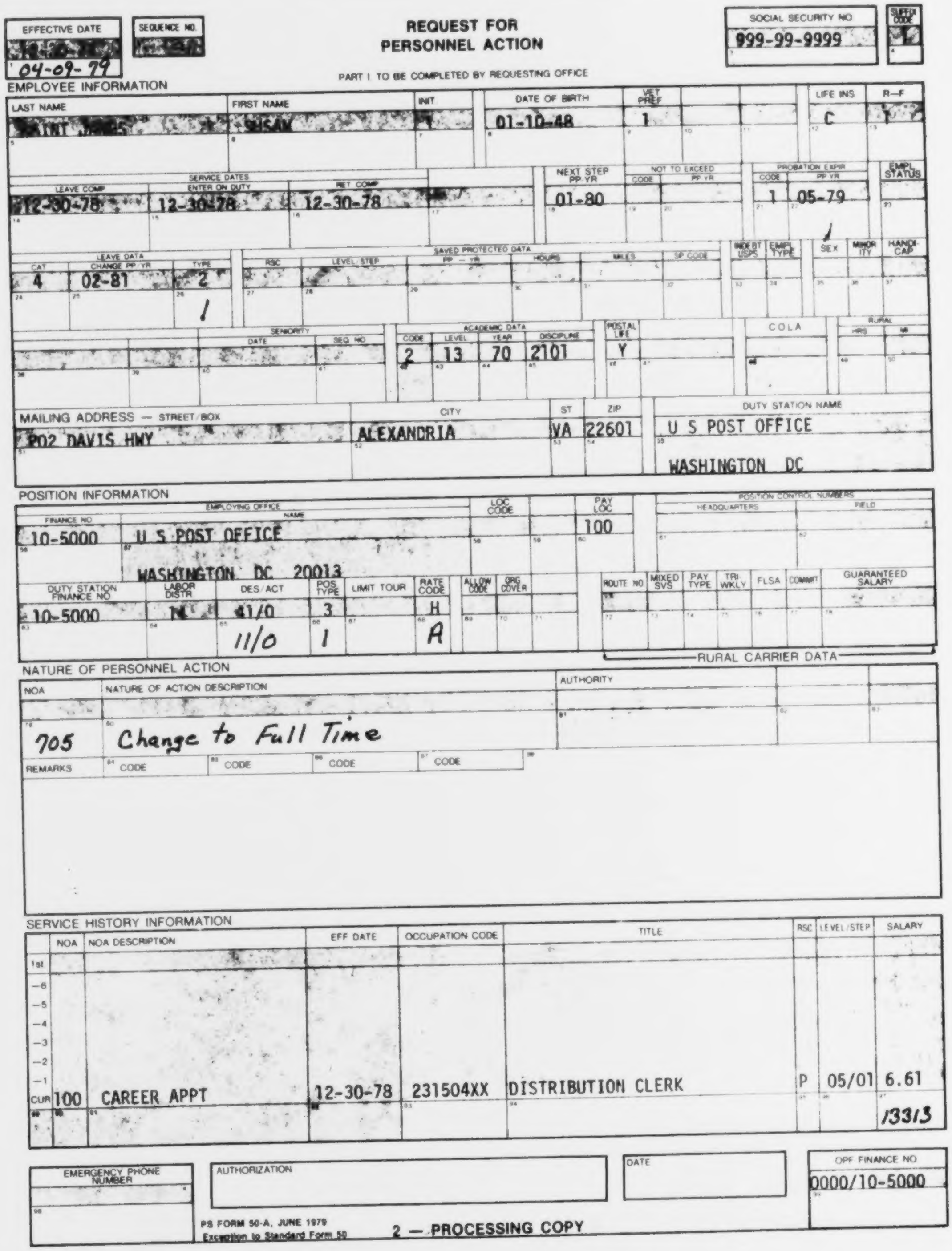
	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
–6								
–5								
–4								
–3								
–2								
–1								
CUR		STEP INCREASE	10-06-79	231504XX	DIST CLERK	P	05/06	17778
				23156048	Supv. Mails	E	15/02	18240

EMERGENCY PHONE NUMBER
AUTHORIZATION
DATE
OPF FINANCE NO

PS FORM 50-A, JUNE 1979
Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 614.41. Form 50–A for Promotion



REQUEST FOR PERSONNEL ACTION

PART I TO BE COMPLETED BY REQUESTING OFFICE

EFFECTIVE DATE: [illegible] 04-09-79

SEQUENCE NO.: [illegible]

SOCIAL SECURITY NO: 999-99-9999

SUFFIX CODE: [illegible]

EMPLOYEE INFORMATION

LAST NAME: SAINT JAMES

FIRST NAME: SUSAN

INIT: [illegible]

DATE OF BIRTH: 01-10-48

VET PREF: 1

LIFE INS: C

R—F: [illegible]

SERVICE DATES — LEAVE COMP: 12-30-78

SERVICE DATES — ENTER ON DUTY: 12-30-78

SERVICE DATES — RET COMP: 12-30-78

NEXT STEP PP YR: 01-80

NOT TO EXCEED — CODE / PP YR:

PROBATION EXPIR — CODE: 1

PROBATION EXPIR — PP YR: 05-79

EMPL STATUS:

LEAVE DATA — CAT: 4

LEAVE DATA — CHANGE PP YR: 02-81

LEAVE DATA — TYPE: 2 1

SAVED PROTECTED DATA — RSC / LEVEL STEP / PP — YR / HOURS / MILES / SP CODE:

INDEBT USPS / EMPL TYPE / SEX / MINORITY / HANDICAP:

SENIORITY — DATE / SEQ NO:

ACADEMIC DATA — CODE: 2

ACADEMIC DATA — LEVEL: 13

ACADEMIC DATA — YEAR: 70

ACADEMIC DATA — DISCIPLINE: 2101

POSTAL LIFE: Y

COLA:

RURAL — HRS / MI:

MAILING ADDRESS — STREET/BOX: 202 DAVIS HWY

CITY: ALEXANDRIA

ST: VA

ZIP: 22601

DUTY STATION NAME: U S POST OFFICE
WASHINGTON DC

POSITION INFORMATION

EMPLOYING OFFICE — FINANCE NO: 10-5000

EMPLOYING OFFICE — NAME: U S POST OFFICE
WASHINGTON DC 20013

LOC CODE:

PAY LOC: 100

POSITION CONTROL NUMBERS — HEADQUARTERS / FIELD:

DUTY STATION FINANCE NO: 10-5000

LABOR DISTR: 14

DES/ACT: 41/0 11/0

POS TYPE: 3 1

LIMIT TOUR:

RATE CODE: H A

ALLOW CODE / ORG COVER:

RURAL CARRIER DATA — ROUTE NO / MIXED SVS / PAY TYPE / TRI WKLY / FLSA / COMMIT / GUARANTEED SALARY:

NATURE OF PERSONNEL ACTION

NOA: 705

NATURE OF ACTION DESCRIPTION: Change to Full Time

AUTHORITY:

REMARKS — CODE / CODE / CODE / CODE:

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
−6								
−5								
−4								
−3								
−2								
−1								
CUR	100	CAREER APPT	12-30-78	231504XX	DISTRIBUTION CLERK	P	05/01	6.61
								13313

EMERGENCY PHONE NUMBER:

AUTHORIZATION:

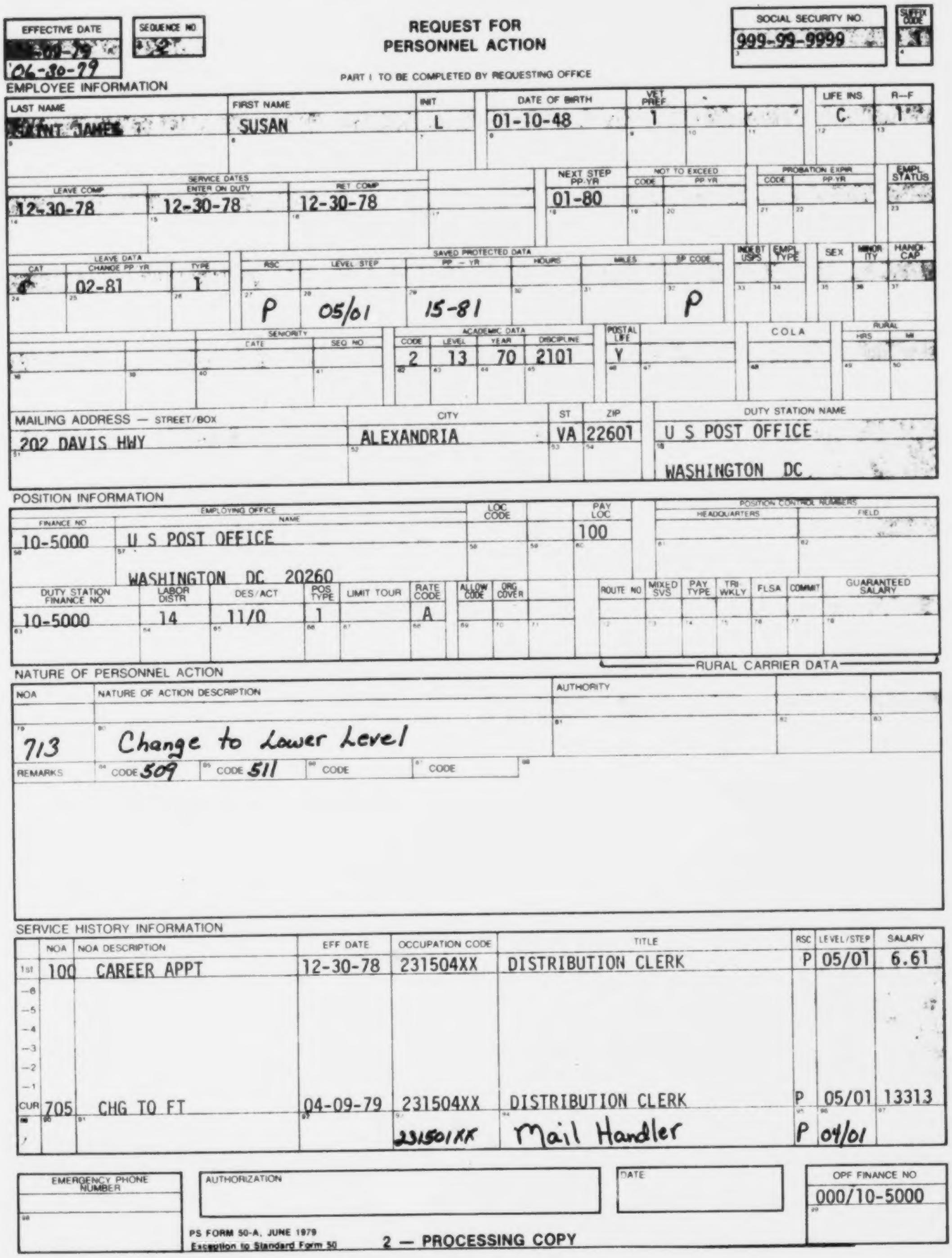
DATE:

OPF FINANCE NO: 0000/10-5000

PS FORM 50-A, JUNE 1979
Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 614.42. Form 50–A for Change to Full Time



REQUEST FOR PERSONNEL ACTION

PART I TO BE COMPLETED BY REQUESTING OFFICE

EFFECTIVE DATE: [illegible]-09-79 / 06-30-79

SEQUENCE NO: 2

SOCIAL SECURITY NO.: 999-99-9999

SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF			LIFE INS	R—F
SAINT JAMES	SUSAN	L	01-10-48	1			C	1

SERVICE DATES: LEAVE COMP	ENTER ON DUTY	RET COMP		NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXPIR CODE	PROBATION EXPIR PP YR	EMPL STATUS
12-30-78	12-30-78	12-30-78		01-80					

LEAVE DATA: CAT	CHANGE PP YR	TYPE	SAVED PROTECTED DATA: RSC	LEVEL STEP	PP — YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	SEX	MINORITY	HANDICAP
6	02-81	I	P	05/01	15-81			P					

SENIORITY		DATE	SEQ NO	ACADEMIC DATA: CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE		COLA	RURAL HRS	RURAL MI
				2	13	70	2101	Y				

MAILING ADDRESS — STREET/BOX	CITY	ST	ZIP	DUTY STATION NAME
202 DAVIS HWY	ALEXANDRIA	VA	22601	U S POST OFFICE WASHINGTON DC

POSITION INFORMATION

EMPLOYING OFFICE FINANCE NO	NAME	LOC CODE		PAY LOC	POSITION CONTROL NUMBERS HEADQUARTERS	FIELD
10-5000	U S POST OFFICE WASHINGTON DC 20260			100		

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER		ROUTE NO	MIXED SVS	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
10-5000	14	11/0	1		A										

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY		
713	Change to Lower Level			

REMARKS CODE 509 CODE 511 CODE CODE

SERVICE HISTORY INFORMATION

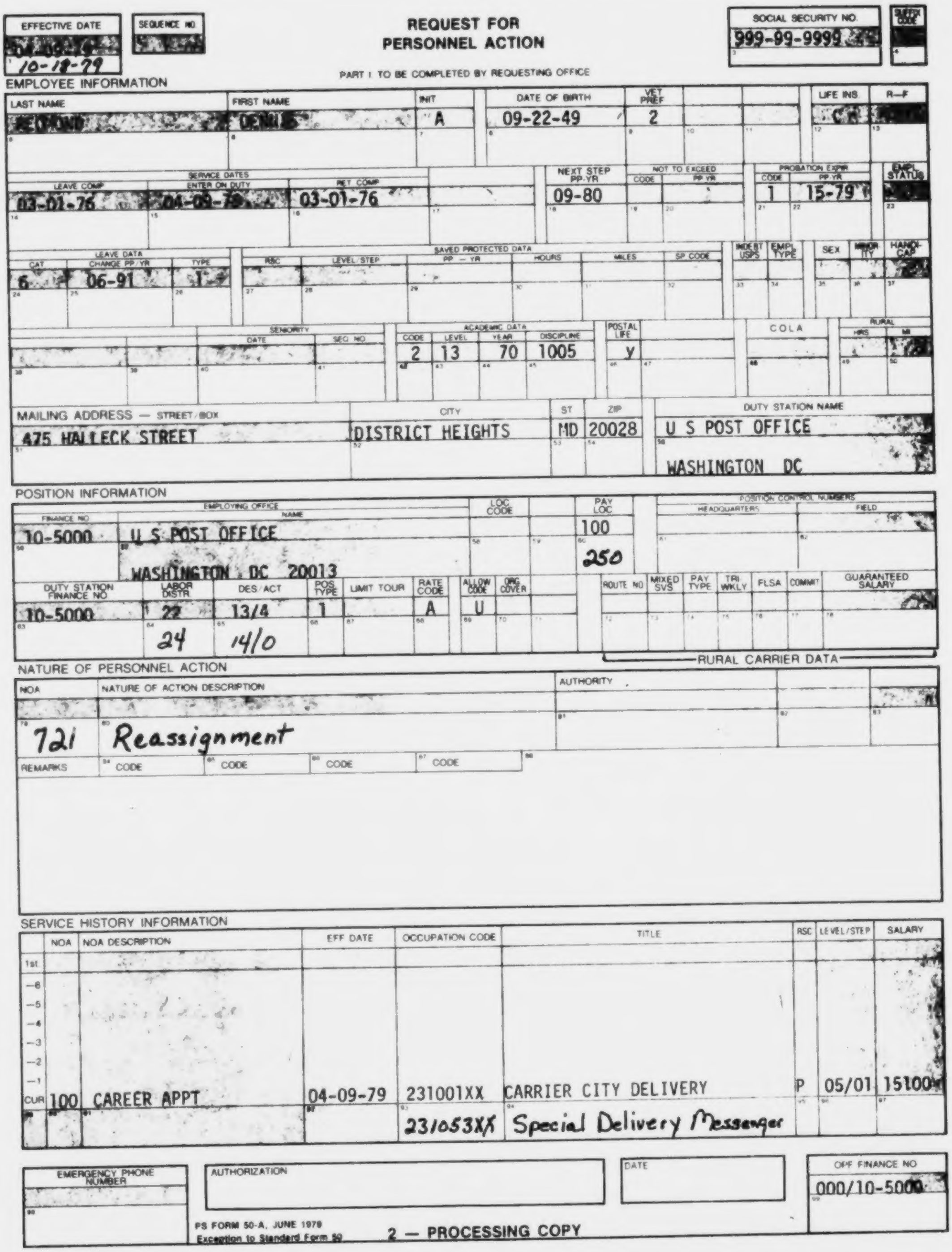
	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st	100	CAREER APPT	12-30-78	231504XX	DISTRIBUTION CLERK	P	05/01	6.61
−6								
−5								
−4								
−3								
−2								
−1								
CUR	705	CHG TO FT	04-09-79	231504XX	DISTRIBUTION CLERK	P	05/01	13313
				231501XX	Mail Handler	P	04/01	

EMERGENCY PHONE NUMBER	AUTHORIZATION	DATE	OPF FINANCE NO
			000/10-5000

PS FORM 50-A, JUNE 1979
Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 614.43. Form 51–A for Change to Lower Level



EFFECTIVE DATE: 04-09-79 / 10-18-79
SEQUENCE NO:

REQUEST FOR PERSONNEL ACTION

PART I TO BE COMPLETED BY REQUESTING OFFICE

SOCIAL SECURITY NO.: 999-99-9999
SUFFIX CODE:

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF			LIFE INS.
REDMOND	DENNIS	A	09-22-49	2			C

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RET COMP	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR
03-01-76	04-09-79	03-01-76	09-80			1	15-79

LEAVE DATA CAT	LEAVE DATA CHANGE PP/YR	LEAVE DATA TYPE
6	06-91	1

ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE
2	13	70	1005	y

MAILING ADDRESS — STREET/BOX	CITY	ST	ZIP	DUTY STATION NAME
475 HALLECK STREET	DISTRICT HEIGHTS	MD	20028	U S POST OFFICE WASHINGTON DC

POSITION INFORMATION

EMPLOYING OFFICE FINANCE NO	NAME	PAY LOC
10-5000	U S POST OFFICE WASHINGTON DC 20013	100 250

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER
10-5000	22 24	13/4 14/0	1		A	U	

RURAL CARRIER DATA: ROUTE NO, MIXED SVS, PAY TYPE, TRI WKLY, FLSA, COMMIT, GUARANTEED SALARY

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY
721	Reassignment	

REMARKS CODE CODE CODE CODE

SERVICE HISTORY INFORMATION

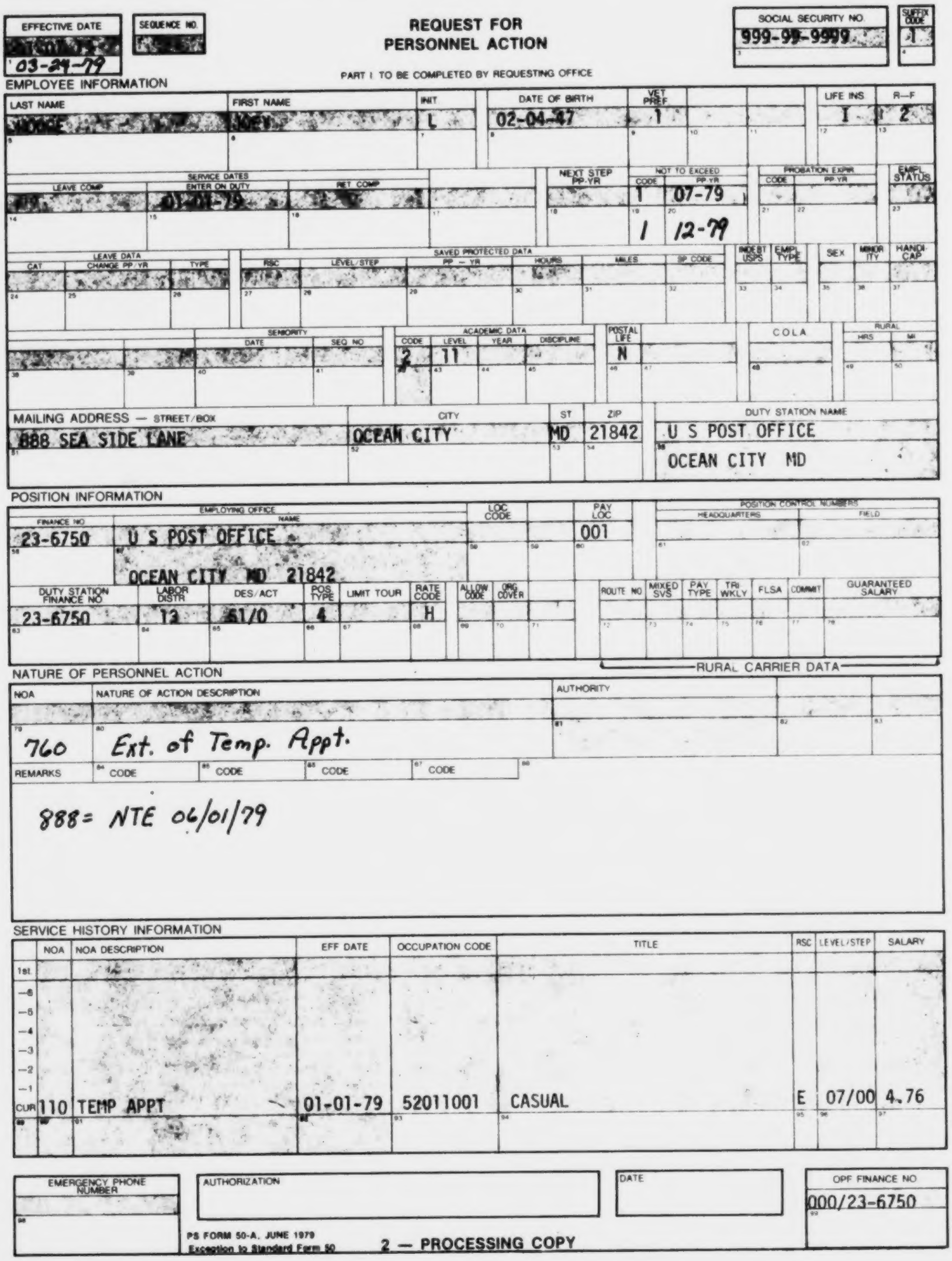
	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
–6								
–5								
–4								
–3								
–2								
–1								
CUR	100	CAREER APPT	04-09-79	231001XX	CARRIER CITY DELIVERY	P	05/01	15100
				231053XX	Special Delivery Messenger			

EMERGENCY PHONE NUMBER
AUTHORIZATION
DATE
OPF FINANCE NO: 000/10-5000

PS FORM 50-A, JUNE 1979
Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 614.45. Form 50–A for Reassignment



REQUEST FOR PERSONNEL ACTION

PART I TO BE COMPLETED BY REQUESTING OFFICE

EFFECTIVE DATE: 03-29-79
SEQUENCE NO.:
SOCIAL SECURITY NO.: 999-99-9999
SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF	LIFE INS	R—F
HODGE	JOEY	L	02-04-47	1	I	2

SERVICE DATES: LEAVE COMP	SERVICE DATES: ENTER ON DUTY	SERVICE DATES: RET COMP	NEXT STEP PP-YR	NOT TO EXCEED: CODE	NOT TO EXCEED: PP YR	PROBATION EXPIR: CODE	PROBATION EXPIR: PP YR	EMPL STATUS
	01-01-79			1	07-79			
				1	12-79			

LEAVE DATA: CAT / CHANGE PP/YR / TYPE — SAVED PROTECTED DATA: RSC / LEVEL/STEP / PP — YR / HOURS / MILES / SP CODE — INDEBT USPS — EMPL TYPE — SEX — MINOR ITY — HANDI CAP

SENIORITY: DATE / SEQ NO

ACADEMIC DATA: CODE	ACADEMIC DATA: LEVEL	ACADEMIC DATA: YEAR	ACADEMIC DATA: DISCIPLINE	POSTAL LIFE	COLA	RURAL: HRS	RURAL: MI
2	11			N			

MAILING ADDRESS — STREET/BOX: 888 SEA SIDE LANE
CITY: OCEAN CITY
ST: MD
ZIP: 21842
DUTY STATION NAME: U S POST OFFICE OCEAN CITY MD

POSITION INFORMATION

EMPLOYING OFFICE — FINANCE NO: 23-6750
NAME: U S POST OFFICE OCEAN CITY MD 21842
LOC CODE:
PAY LOC: 001
POSITION CONTROL NUMBERS: HEADQUARTERS / FIELD

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	ROUTE NO	MIXED SVS	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
23-6750	13	81/0	4		H									

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY
760	Ext. of Temp. Appt.	

REMARKS — CODE — CODE — CODE — CODE

888= NTE 06/01/79

SERVICE HISTORY INFORMATION

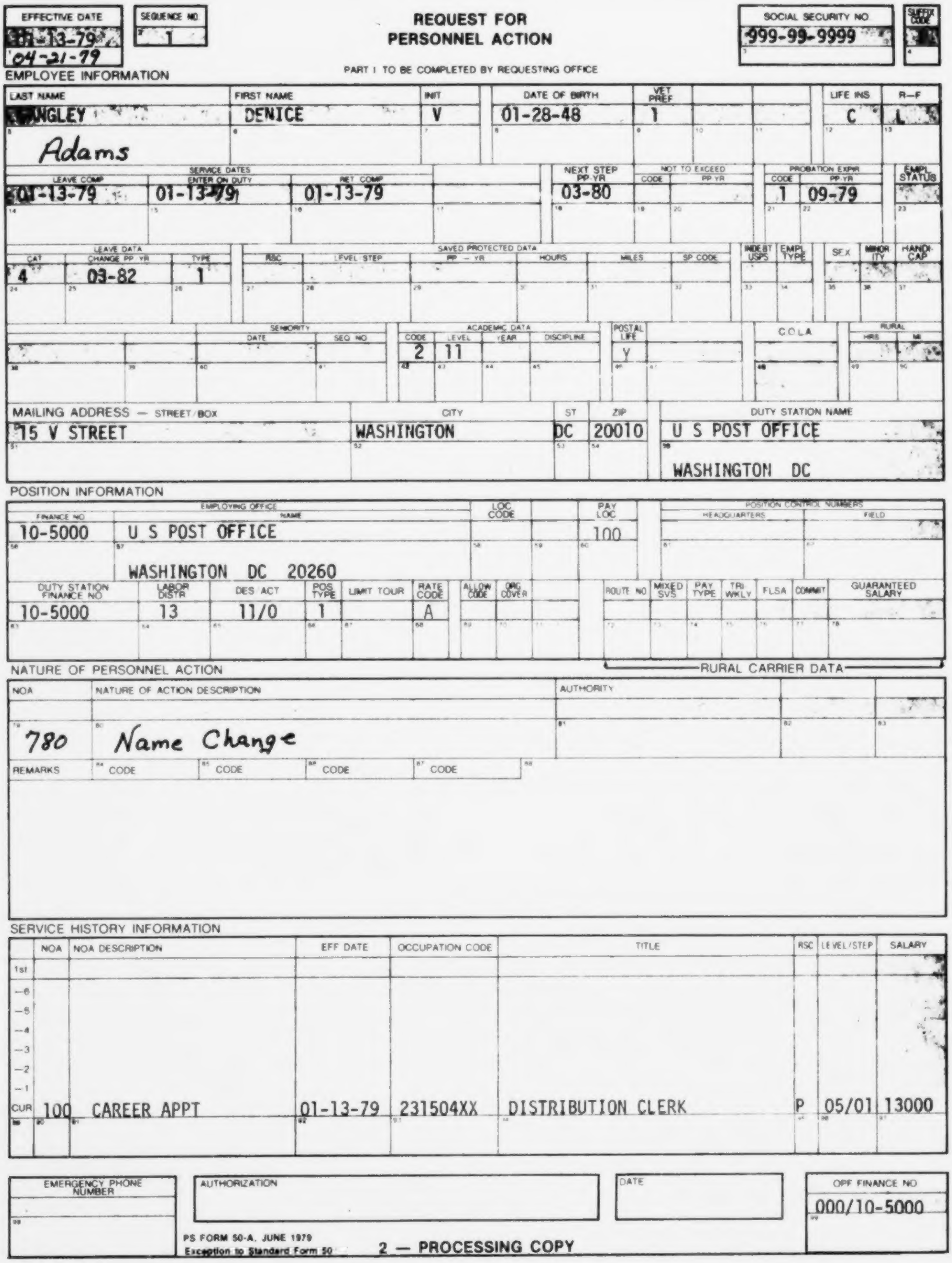
	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
−6								
−5								
−4								
−3								
−2								
−1								
CUR	110	TEMP APPT	01-01-79	52011001	CASUAL	E	07/00	4.76

EMERGENCY PHONE NUMBER:
AUTHORIZATION:
DATE:
OPF FINANCE NO: 000/23-6750

PS FORM 50-A, JUNE 1979
Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 614.46. Form 50–A for Extension of Temporary Appointment



EFFECTIVE DATE: [illegible]13-79 / 04-21-79
SEQUENCE NO: 1

REQUEST FOR PERSONNEL ACTION

PART I TO BE COMPLETED BY REQUESTING OFFICE

SOCIAL SECURITY NO: 999-99-9999
SUFFIX CODE:

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF	LIFE INS	R–F
[illegible]NGLEY Adams	DENICE	V	01-28-48	1	C	L

SERVICE DATES LEAVE COMP	ENTER ON DUTY	RET COMP		NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR
01-13-79	01-13-79	01-13-79		03-80			1	09-79

LEAVE DATA CAT	CHANGE PP YR	TYPE
4	03-82	1

ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE
2	11			Y

MAILING ADDRESS — STREET/BOX	CITY	ST	ZIP	DUTY STATION NAME
15 V STREET	WASHINGTON	DC	20010	U S POST OFFICE WASHINGTON DC

POSITION INFORMATION

EMPLOYING OFFICE FINANCE NO	NAME	PAY LOC
10-5000	U S POST OFFICE WASHINGTON DC 20260	100

DUTY STATION FINANCE NO	LABOR DISTR	DES ACT	POS TYPE	LIMIT TOUR	RATE CODE
10-5000	13	11/0	1		A

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY
780	Name Change	

REMARKS

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
CUR	100	CAREER APPT	01-13-79	231504XX	DISTRIBUTION CLERK	P	05/01	13000

EMERGENCY PHONE NUMBER:
AUTHORIZATION:
DATE:
OPF FINANCE NO: 000/10-5000

PS FORM 50-A, JUNE 1979
Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 614.47. Form 50–A for Name Change

614.5 Code 800 Series

.51 Suspension NTE (Code 830)

.511 Definition. A suspension is a temporary nonpay status and absence from duty for disciplinary or security reasons. *Note:* Form 50 is not required for return to duty at expiration of suspensions of 30 calendar days or less.

.512 Completing Form 50–A. The following elements must be completed, if appropriate (see Exhibit 614.51):

Element	*Entry*
1	Effective date
4	Suffix code
79	NOA Code *830*
80	NOA description: *Suspension NTE*
84-87	Appropriate standard remarks
88	Appropriate free form remarks with NTE date.

.52 FEGLI Change (Code 881)

.521 Definition. A change in employee's Federal Employee's Group Life Insurance (FEGLI).

.522 Completing Form 50–A. The following elements must be completed, if appropriate (see Exhibit 614.522):

Element	*Entry*
1	Effective date
4	Suffix code
12	Life Insurance Code: C = Covered (Reg. only Decl. Opt.) I = Ineligible W = Waived B = Covered (Reg. and Opt.)
79	NOA Code *881*
80	NOA description: *FEGLI Change*
84-87	Appropriate standard remarks
88	Appropriate free form remarks

.53 Change in Service Dates (Code 882)

.531 Definition. A change in employee's service computation date.

***.532 Required Form.* Form 144,** *Statement of Prior Federal Civilian and Military Service,* is required to correct or change the original submission.

.533 Completing Form 50–A. The following elements must be completed, if appropriate:

Element	*Entry*
1	Effective date
4	Suffix Code
9	Veteran Preference Code
14	Leave Computation date
15	Entered on duty date
16	Retirement Computation date
24	Leave Category
25	Leave Change PP/YR
26	Leave Type
79	NOA Code *882*
80	NOA description: *SCD Chg*
84-87	Appropriate standard remarks
88	Appropriate free form remarks

.54 Merit Increase (Code 892)

.541 Definition. An employee who consistently performs at a high level of effectiveness can be considered for a merit adjustment according to current directives.

.542 Completing Form 50–A. The following elements must be completed, if appropriate:

Element	*Entry*
1	Effective date
4	Suffix Code
32	Saved/Protected Salary Code: S = Saved rate P = Protected rate * = change field to blank
79	NOA Code *892*
80	NOA description: *Merit Increase*
84-87	Appropriate standard remarks
88	Appropriate free form remarks
95	Rate Schedule Code
96	Level/Step
97	Salary

.55 Pay Adjustment (Code 894)

.551 Definition. An adjustment in rate of compensation or change in base pay, but not in title of position.

.552 Completing Form 50–A. The following items must be processed, if appropriate.

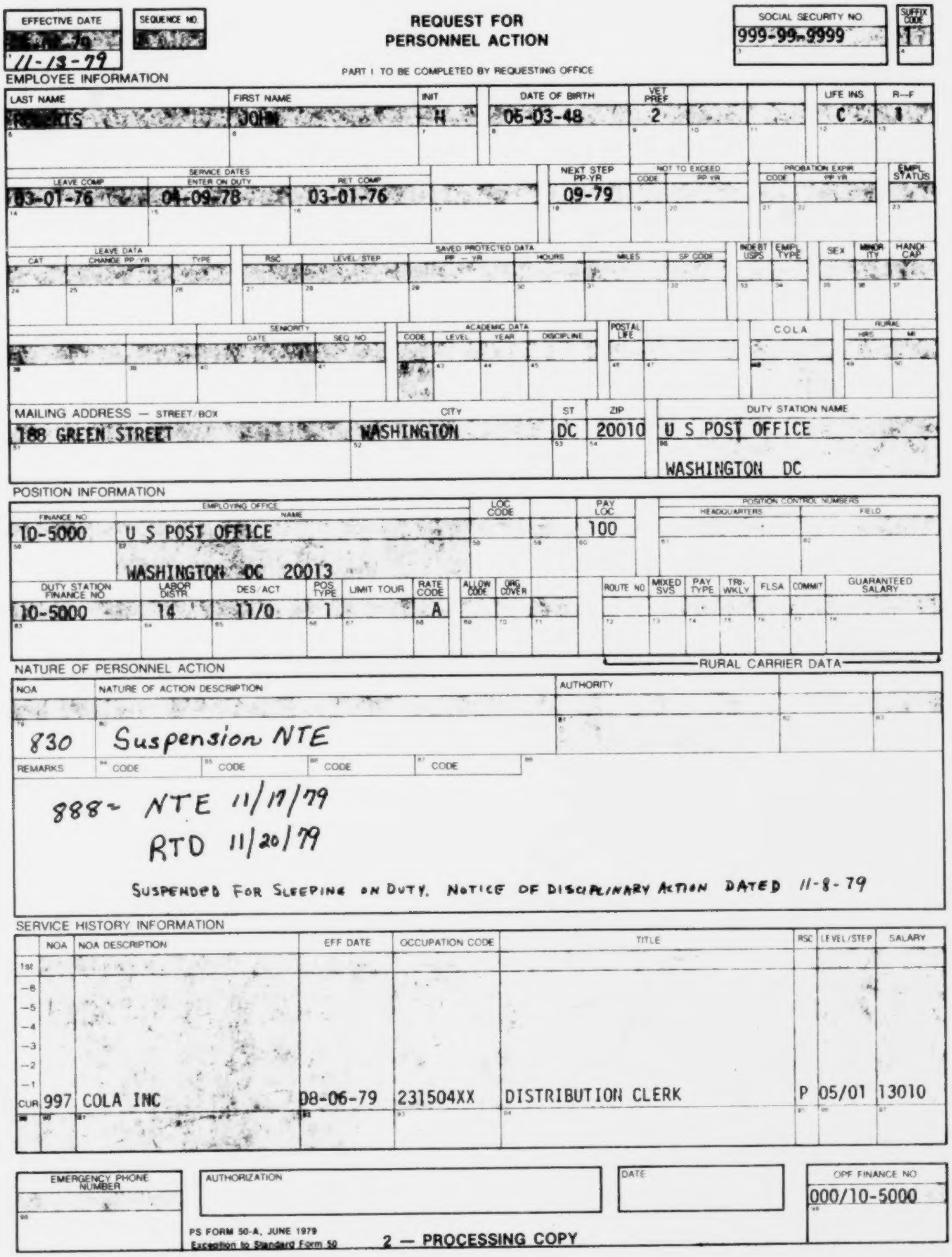
Element	*Entry*
1	Effective date
4	Suffix Code
27-32	Saved/Protected data (if pay adjustment represents a saved/protected rate.
67	*Limited Tour*
79	NOA Code *894*
80	NOA description: *Pay Adjustment*
84-87	Appropriate standard remarks
88	Appropriate free form remarks
95	Rate Schedule Code
96	Level/Step
97	Salary

.56 Quality Step Increase (Code 896)

.561 Definition. A step increase granted before the expiration of waiting period, in recognition of outstanding performance.

.562 Completing Form 50–A. See Exhibit 614.56. The following elements must be completed, if appropriate:

Element	*Entry*
1	Effective date
4	Suffix Code (if applicable)
18	Next step increase (if changed)
32	Saved/Protected salary code (if applicable)
79	NOA Code *896*
80	NOA description: *QSI*
84-87	Appropriate standard remarks
88	Appropriate free form remarks
96	Level/Step
97	Salary



EFFECTIVE DATE [illegible] 11-13-79
SEQUENCE NO. [illegible]

REQUEST FOR PERSONNEL ACTION

PART I TO BE COMPLETED BY REQUESTING OFFICE

SOCIAL SECURITY NO. 999-99-9999
SUFFIX CODE 1

EMPLOYEE INFORMATION

LAST NAME ROBERTS
FIRST NAME JOHN
INIT H
DATE OF BIRTH 05-03-48
VET PREF 2
LIFE INS C
R—F 1

SERVICE DATES
LEAVE COMP 03-01-76
ENTER ON DUTY 04-09-78
RET COMP 03-01-76
NEXT STEP PP-YR 09-79
NOT TO EXCEED CODE PP YR
PROBATION EXPIR CODE PP YR
EMPL STATUS

LEAVE DATA CAT CHANGE PP YR TYPE
RSC
SAVED PROTECTED DATA LEVEL STEP PP — YR HOURS MILES SP CODE
INDEBT USPS
EMPL TYPE
SEX
MINOR ITY
HANDI CAP

SENIORITY DATE SEQ NO
ACADEMIC DATA CODE LEVEL YEAR DISCIPLINE
POSTAL LIFE
COLA
RURAL HRS MI

MAILING ADDRESS — STREET/BOX 188 GREEN STREET
CITY WASHINGTON
ST DC
ZIP 20010
DUTY STATION NAME U S POST OFFICE
WASHINGTON DC

POSITION INFORMATION

EMPLOYING OFFICE FINANCE NO 10-5000
NAME U S POST OFFICE
WASHINGTON DC 20013
LOC CODE
PAY LOC 100
POSITION CONTROL NUMBERS HEADQUARTERS FIELD

DUTY STATION FINANCE NO 10-5000
LABOR DISTR 14
DES/ACT 11/0
POS TYPE 1
LIMIT TOUR
RATE CODE A
ALLOW CODE
ORG COVER
ROUTE NO MIXED SVS PAY TYPE TRI-WKLY FLSA COMMIT GUARANTEED SALARY
RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA 830
NATURE OF ACTION DESCRIPTION Suspension NTE
AUTHORITY

REMARKS CODE CODE CODE CODE

888 - NTE 11/17/79
RTD 11/20/79

SUSPENDED FOR SLEEPING ON DUTY. NOTICE OF DISCIPLINARY ACTION DATED 11-8-79

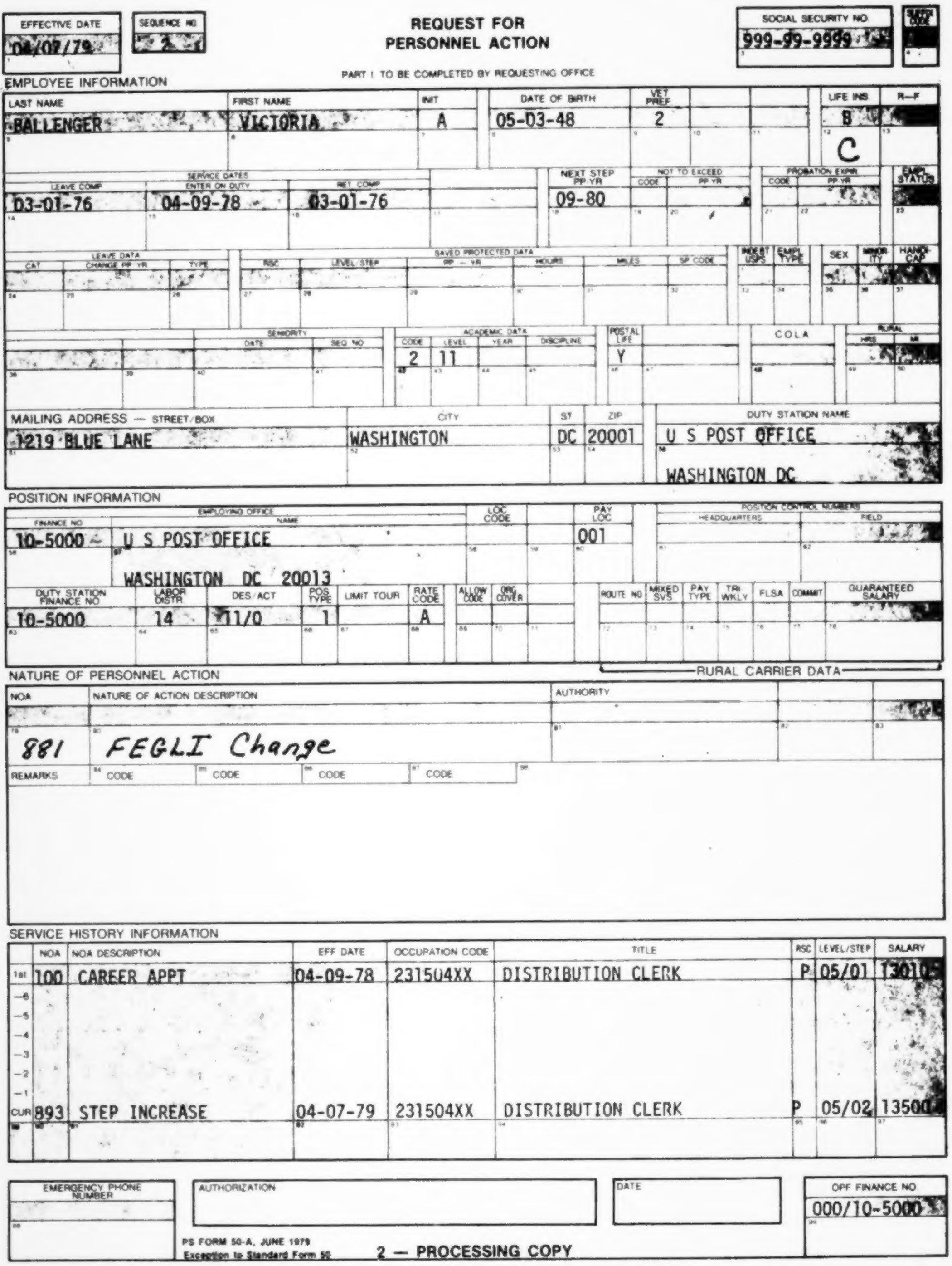
SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
–6								
–5								
–4								
–3								
–2								
–1								
CUR	997	COLA INC	08-06-79	231504XX	DISTRIBUTION CLERK	P	05/01	13010

EMERGENCY PHONE NUMBER
AUTHORIZATION
DATE
OPF FINANCE NO 000/10-5000

PS FORM 50-A, JUNE 1979
Exception to Standard Form 50
2 — PROCESSING COPY

Exhibit 614.51. Form 50–A for Suspension NTE



REQUEST FOR PERSONNEL ACTION

PART I TO BE COMPLETED BY REQUESTING OFFICE

EFFECTIVE DATE: 04/07/79
SEQUENCE NO: 2
SOCIAL SECURITY NO: 999-99-9999

EMPLOYEE INFORMATION

LAST NAME: BALLENGER
FIRST NAME: VICTORIA
INIT: A
DATE OF BIRTH: 05-03-48
VET PREF: 2
LIFE INS: B
C

SERVICE DATES
LEAVE COMP: 03-01-76
ENTER ON DUTY: 04-09-78
RET COMP: 03-01-76
NEXT STEP PP-YR: 09-80

ACADEMIC DATA
CODE: 2
LEVEL: 11
POSTAL LIFE: Y

MAILING ADDRESS — STREET/BOX: 1219 BLUE LANE
CITY: WASHINGTON
ST: DC
ZIP: 20001
DUTY STATION NAME: U S POST OFFICE
WASHINGTON DC

POSITION INFORMATION

EMPLOYING OFFICE
FINANCE NO: 10-5000
NAME: U S POST OFFICE
WASHINGTON DC 20013
PAY LOC: 001
DUTY STATION FINANCE NO: 10-5000
LABOR DISTR: 14
DES/ACT: 11/0
POS TYPE: 1
RATE CODE: A

NATURE OF PERSONNEL ACTION

NOA: 881
NATURE OF ACTION DESCRIPTION: FEGLI Change

REMARKS

SERVICE HISTORY INFORMATION

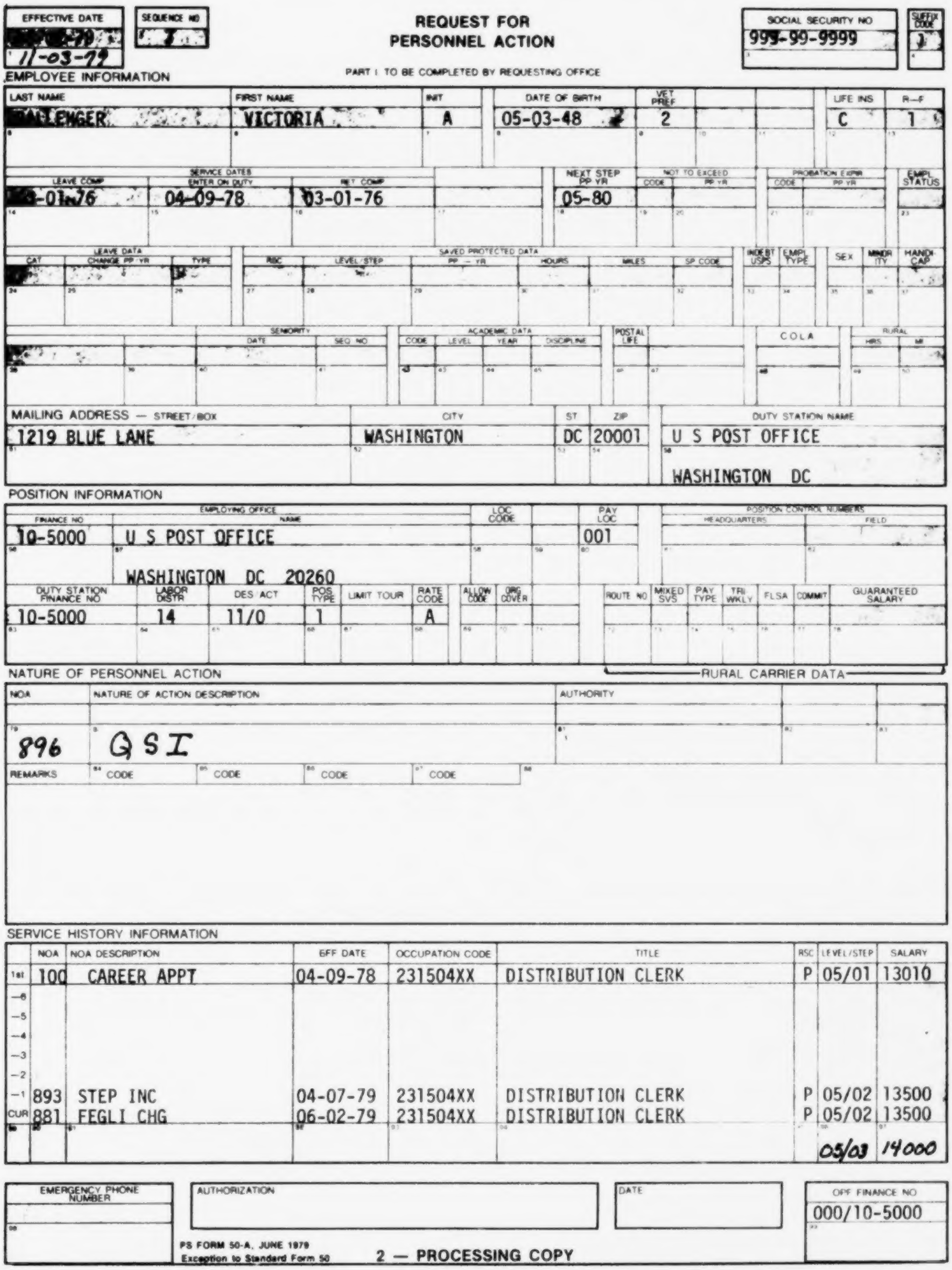
	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st	100	CAREER APPT	04-09-78	231504XX	DISTRIBUTION CLERK	P	05/01	13010
-6								
-5								
-4								
-3								
-2								
-1								
CUR	893	STEP INCREASE	04-07-79	231504XX	DISTRIBUTION CLERK	P	05/02	13500

EMERGENCY PHONE NUMBER
AUTHORIZATION
DATE
OPF FINANCE NO: 000/10-5000

PS FORM 50-A, JUNE 1979
Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 614.52. Form 50–A for FEGLI Change



EFFECTIVE DATE: [illegible]-79 / 11-03-79
SEQUENCE NO: 3

REQUEST FOR PERSONNEL ACTION

PART I TO BE COMPLETED BY REQUESTING OFFICE

SOCIAL SECURITY NO: 999-99-9999
SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF			LIFE INS	R—F
[illegible]LLENGER	VICTORIA	A	05-03-48	2			C	1

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RET COMP		NEXT STEP PP YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXPIR CODE	PROBATION EXPIR PP YR	EMPL STATUS
[illegible]-01-76	04-09-78	03-01-76		05-80					

LEAVE DATA: CAT, CHANGE PP YR, TYPE — SAVED PROTECTED DATA: RSC, LEVEL/STEP, PP — YR, HOURS, MILES, SP CODE — INDEBT USPS, EMPL TYPE, SEX, MINORITY, HANDICAP

SENIORITY: DATE, SEQ NO — ACADEMIC DATA: CODE, LEVEL, YEAR, DISCIPLINE — POSTAL LIFE — COLA — RURAL: HRS, MI

MAILING ADDRESS — STREET/BOX	CITY	ST	ZIP	DUTY STATION NAME
1219 BLUE LANE	WASHINGTON	DC	20001	U S POST OFFICE WASHINGTON DC

POSITION INFORMATION

EMPLOYING OFFICE FINANCE NO	EMPLOYING OFFICE NAME	LOC CODE		PAY LOC	POSITION CONTROL NUMBERS HEADQUARTERS	POSITION CONTROL NUMBERS FIELD
10-5000	U S POST OFFICE WASHINGTON DC 20260			001		

DUTY STATION FINANCE NO	LABOR DISTR	DES ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER		ROUTE NO	MIXED SVS	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
10-5000	14	11/0	1		A										

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY		
896	QSI			

REMARKS — CODE — CODE — CODE — CODE

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st	100	CAREER APPT	04-09-78	231504XX	DISTRIBUTION CLERK	P	05/01	13010
−6								
−5								
−4								
−3								
−2								
−1	893	STEP INC	04-07-79	231504XX	DISTRIBUTION CLERK	P	05/02	13500
CUR	881	FEGLI CHG	06-02-79	231504XX	DISTRIBUTION CLERK	P	05/02	13500
							05/03	14000

EMERGENCY PHONE NUMBER — AUTHORIZATION — DATE

OPF FINANCE NO: 000/10-5000

PS FORM 50-A, JUNE 1979
Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 614.56. Form 50–A for Quality Step Increase

614.6 Code 900 Status Changes

.61 Detail Termination (Code 900)

.611 Definition. Termination of a detail that was effected by a Form 50. (To be used only within the same PDC area of responsibility.)

.612 Completing Form 50–A. The following elements must be completed, if appropriate:

Element	*Entry*
1	Effective date
4	Suffix Code (if applicable)
51-54	New mailing address data (if changed)
56	Employing Office finance number
60	Pay Location
63	Duty Station finance number
64	Labor Distribution Code
79	NOA Code *900*
80	NOA description: *Detail Termination*
84-87	Appropriate standard remarks
88	Appropriate free form remarks
93	Occupation Code
95	Rate Schedule Code
96	Level/Step
97	Salary
98	Emergency phone number (if applicable)

.62 Detail (Code 901)

.621 Definition. Assignment of an employee for more than 30 continuous working days to a position other than the one to which regularly assigned. (To be used only within the same PDC area of responsibility.) *Note:* When a detail originally intended to be less than 30 days will extend beyond 30 days, requiring a Form 50, show the date that the detail originally began as the effective date.

.622 Completing Form 50–A. See Exhibit 614.62. The following elements must be completed, if appropriate:

Element	*Entry*
1	Effective date
4	Suffix Code
18	Next Step Increase PP/YR
51-54	New mailing address data (if changed)
56	Employing Office finance number
60	Pay Location
63	Duty Station finance number
64	Labor Distribution Code
65	Designation/Activity Code
66	Position Type
67	Limited tour hours
69	Allowance Code
72-78	Rural carrier data
79	NOA Code *901*
80	NOA description: *Detail*
84-87	Appropriate standard remarks
88	Appropriate free form remarks
93	Occupation Code
95	Rate Schedule Code
96	Level/Step
97	Salary
98	Emergency phone number
99	OPF finance number

.63 Change Position Title, Number, or RSC (Code 902)

.631 Definition. Change of an employee's official position title, number, or rate schedule code, when there is no change in duties. (For example, change from Foreman, Carriers to Supervisor, Carriers, to conform to revised position titles published in Handbooks P-1 and P-4.) Do not use this code if there is a change in duty assignment or salary level. Such changes must be processed as a promotion, reassignment, change to lower level, or other appropriate action.

.632 Completing Form 50–A. See Exhibit 614.63. The following elements must be completed, if appropriate:

Element	*Entry*
1	Effective date
4	Suffix Code
79	NOA Code 902
80	NOA description: Chg Pos Title/No.
84-87	Appropriate standard remarks
88	Appropriate free form remarks
93	Occupation Code
94	Occupation Title
95	Rate Schedule Code

.64 Uniform Allowance Certification or Uniform Certification Disallowance. (Code 903)

.641 Definition. A change in employee's eligibility for uniform allowance requiring no other type of concurrent personnel action. (For example, distribution and window clerk's daily assignment changed from 3 hours window and 5 hours distribution to 5 hours window and 3 hours distribution.) *Note:* when a concurrent personnel action is processed which establishes or discontinues an employee's eligibility for uniform allowance, show the certification or disallowance in element 69 of the Form 50–A. *Do not* process a separate certification or disallowance action in this case.

.642 Completing Form 50–A. See Exhibit 611.329e for allowance code definitions, and Exhibit 614.64 for completing Form 50–A. The following elements must be completed, if appropriate:

Element	*Entry*
1	Effective Date
4	Suffix Code
64	Labor Distribution Code
69	Allowance Code
79	NOA Code *903*
80	NOA description: *Uniform Cert.*
84-87	Appropriate standard remarks
88	Appropriate free form remarks

.65 Change to Leave Earning Status (Code 907)

.651 Definition. Change of a Des. 73 sub rural carrier, serving for a regular rural carrier (Des. 71) on approved leave in excess of 90 days, to a Des. 72 leave-earning status. On the 91st day, the sub rural carrier begins earning leave.

.652 Completing Form 50-A. See Exhibit 614.65. Complete the following elements, if appropriate:

Element	*Entry*
1	Effective date
4	Suffix Code
14	Leave Computation date
24	Leave Category
25	Leave Change PP/YR
26	Leave Type
49	Rural Carrier hours
50	Rural Carrier miles
65	Designation/Activity Code *72/0*
66	Position type code
68	Rate Code
72-78	Appropriate rural data codes
79	NOA Code *907*
80	NOA description: *Chg Non Lv to Lv*
84-87	Appropriate standard remarks
88	Appropriate free form remarks

.66 Change to Non-Leave Earning Status (Code 908)

.661 Definition. Change to non-leave earning status of a sub rural carrier upon the return of the full time carrier from an extended period of absence in excess of 90 days. Designation/activity is changed from 72/0 to 73/0.

.662 Completing Form 50–A. See Exhibit 614.66. Complete the following elements, if appropriate:

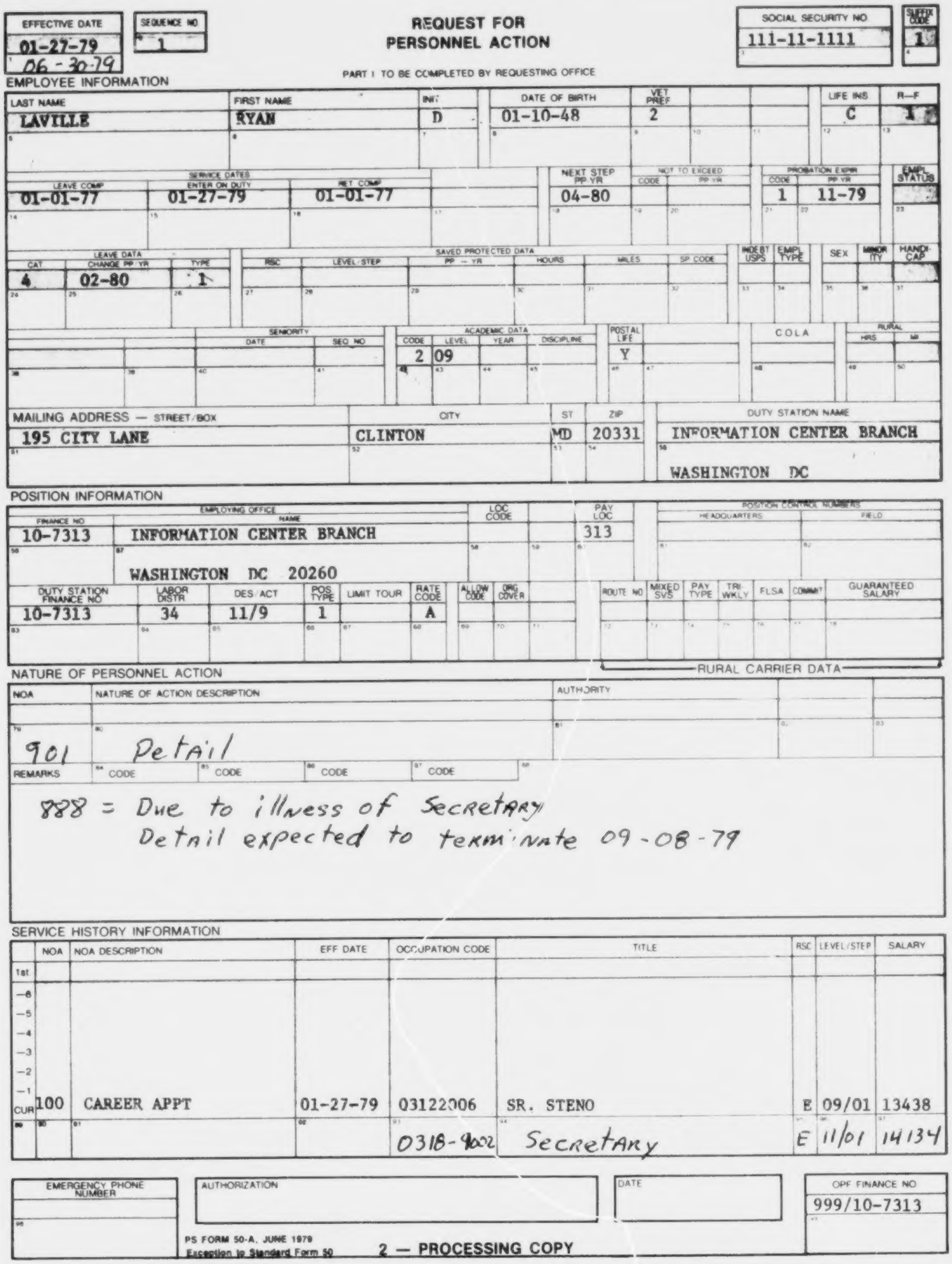
Element	*Entry*
1	Effective date
4	Suffix code
24	Leave Category
25	Leave Change PP/YR
26	Leave Type
49	Rural carrier hours
50	Rural carrier miles
65	Designation/Activity Code *73/0*
66	Position Type Code
68	Rate Code
72-78	Appropriate rural data codes
79	NOA Code *908*
80	NOA description: *Chg Lv to Non Lv*
84-87	Appropriate standard remarks
88	Appropriate free form remarks
97	Salary: *00000*

.67 Change in Limited Tour Hours (Code 911)

.671 Definition. A change in limited tour hours of part time regular schedule employees.

.672 Completing Form 50–A. Complete the following elements, if appropriate:

Element	*Entry*
1	Effective date
4	Suffix Code
67	Scheduled number of hours per pay period
79	NOA Code *911*
80	NOA description: *Chg Ltd Tour Hrs*
84-87	Appropriate standard remarks
88	Appropriate free form remarks
93	Occupation Code
94	Occupation Code title
95	Rate Schedule Code
96	Level/Step
97	Salary



REQUEST FOR PERSONNEL ACTION

PART I TO BE COMPLETED BY REQUESTING OFFICE

EFFECTIVE DATE: 01-27-79 / 06-30-79
SEQUENCE NO: 1
SOCIAL SECURITY NO: 111-11-1111
SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME: LAVILLE
FIRST NAME: RYAN
INIT: D
DATE OF BIRTH: 01-10-48
VET PREF: 2
LIFE INS: C
R—F: 1

SERVICE DATES — LEAVE COMP: 01-01-77
SERVICE DATES — ENTER ON DUTY: 01-27-79
SERVICE DATES — RET COMP: 01-01-77
NEXT STEP PP YR: 04-80
NOT TO EXCEED — CODE / PP YR:
PROBATION EXPIR — CODE: 1
PROBATION EXPIR — PP YR: 11-79
EMPL STATUS:

LEAVE DATA — CAT: 4
LEAVE DATA — CHANGE PP YR: 02-80
LEAVE DATA — TYPE: 1
SAVED PROTECTED DATA — RSC / LEVEL STEP / PP — YR / HOURS / MILES / SP CODE:
INDEBT USPS / EMPL TYPE / SEX / MINORITY / HANDICAP:

SENIORITY — DATE / SEQ NO:
ACADEMIC DATA — CODE: 2
ACADEMIC DATA — LEVEL: 09
ACADEMIC DATA — YEAR / DISCIPLINE:
POSTAL LIFE: Y
COLA:
RURAL — HRS / MI:

MAILING ADDRESS — STREET/BOX: 195 CITY LANE
CITY: CLINTON
ST: MD
ZIP: 20331
DUTY STATION NAME: INFORMATION CENTER BRANCH
WASHINGTON DC

POSITION INFORMATION

EMPLOYING OFFICE — FINANCE NO: 10-7313
EMPLOYING OFFICE — NAME: INFORMATION CENTER BRANCH
WASHINGTON DC 20260
LOC CODE:
PAY LOC: 313
POSITION CONTROL NUMBERS — HEADQUARTERS / FIELD:

DUTY STATION FINANCE NO: 10-7313
LABOR DISTR: 34
DES/ACT: 11/9
POS TYPE: 1
LIMIT TOUR:
RATE CODE: A
ALLOW CODE / ORG COVER:
RURAL CARRIER DATA — ROUTE NO / MIXED SVS / PAY TYPE / TRI WKLY / FLSA / COMMIT / GUARANTEED SALARY:

NATURE OF PERSONNEL ACTION

NOA: 901
NATURE OF ACTION DESCRIPTION: Detail
AUTHORITY:

REMARKS

888 = Due to illness of Secretary
Detail expected to terminate 09-08-79

SERVICE HISTORY INFORMATION

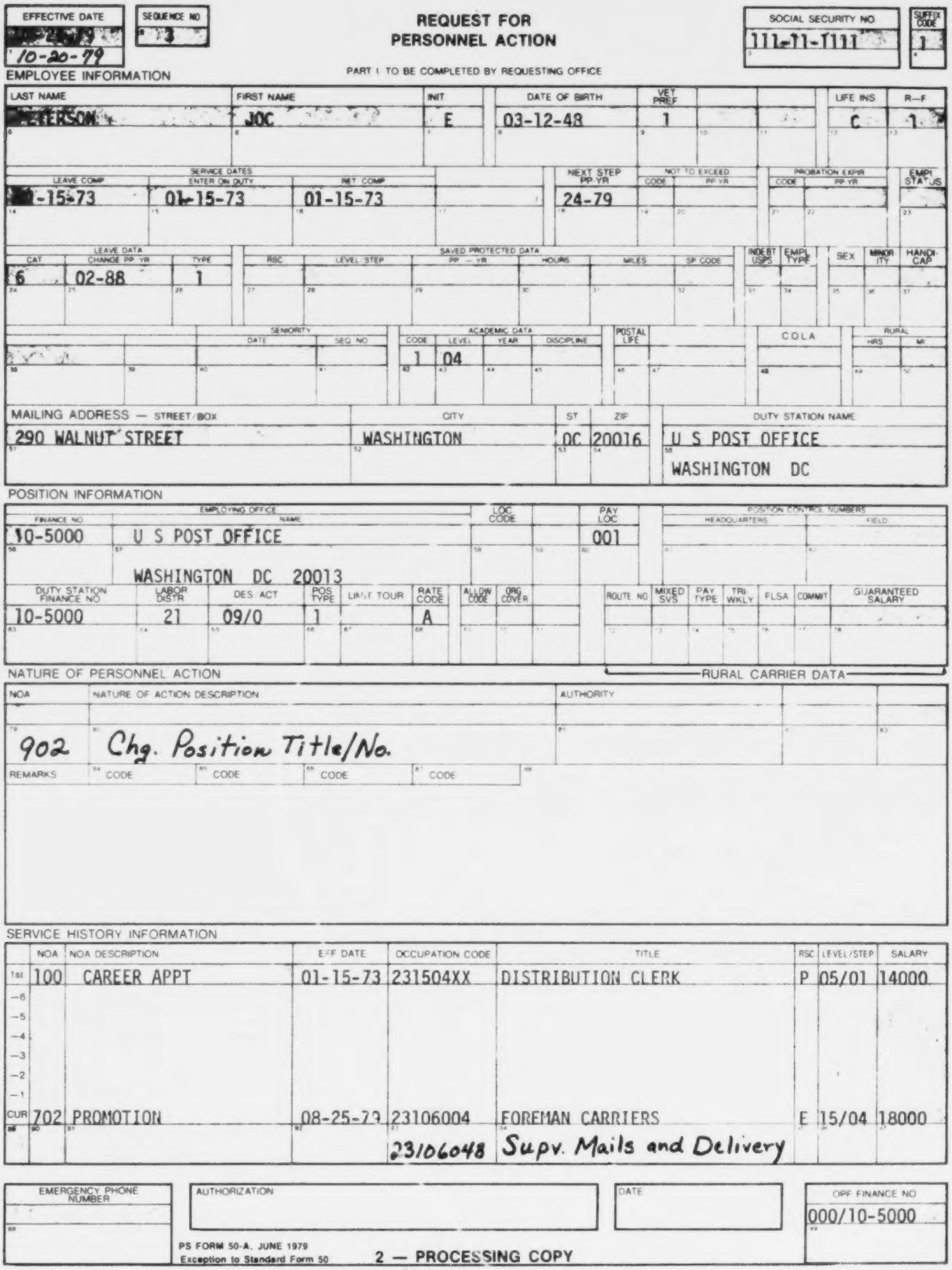
	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
−6								
−5								
−4								
−3								
−2								
−1								
CUR	100	CAREER APPT	01-27-79	03122006	SR. STENO	E	09/01	13438
				0318-9002	Secretary	E	11/01	14134

EMERGENCY PHONE NUMBER:
AUTHORIZATION:
DATE:
OPF FINANCE NO: 999/10-7313

PS FORM 50-A, JUNE 1979
Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 614.62. Form 50–A for Detail



EFFECTIVE DATE	[illegible] 10-20-79	SEQUENCE NO	3
SOCIAL SECURITY NO	111-11-1111	SUFFIX CODE	1

REQUEST FOR PERSONNEL ACTION

PART I TO BE COMPLETED BY REQUESTING OFFICE

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF				LIFE INS	R—F
[illegible]ETERSON	JOC	E	03-12-48	1				C	1

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RET COMP		NEXT STEP PP YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXPIR CODE	PROBATION EXPIR PP YR	EMPL STATUS
[illegible]-15-73	01-15-73	01-15-73		24-79					

LEAVE DATA CAT	LEAVE DATA CHANGE PP YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	LEVEL STEP	PP — YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	SEX	MINORITY	HANDICAP
6	02-88	1											

		SENIORITY DATE	SENIORITY SEQ NO	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE		COLA	RURAL HRS	RURAL MI
				1	04							

MAILING ADDRESS — STREET/BOX	CITY	ST	ZIP	DUTY STATION NAME
290 WALNUT STREET	WASHINGTON	DC	20016	U S POST OFFICE WASHINGTON DC

POSITION INFORMATION

EMPLOYING OFFICE FINANCE NO	EMPLOYING OFFICE NAME	LOC CODE		PAY LOC	POSITION CONTROL NUMBERS HEADQUARTERS	POSITION CONTROL NUMBERS FIELD
10-5000	U S POST OFFICE WASHINGTON DC 20013			001		

DUTY STATION FINANCE NO	LABOR DISTR	DES ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER		ROUTE NO	MIXED SVS	PAY TYPE	TRI-WKLY	FLSA	COMMIT	GUARANTEED SALARY
10-5000	21	09/0	1		A										

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY		
902	Chg. Position Title/No.			

REMARKS CODE CODE CODE CODE

SERVICE HISTORY INFORMATION

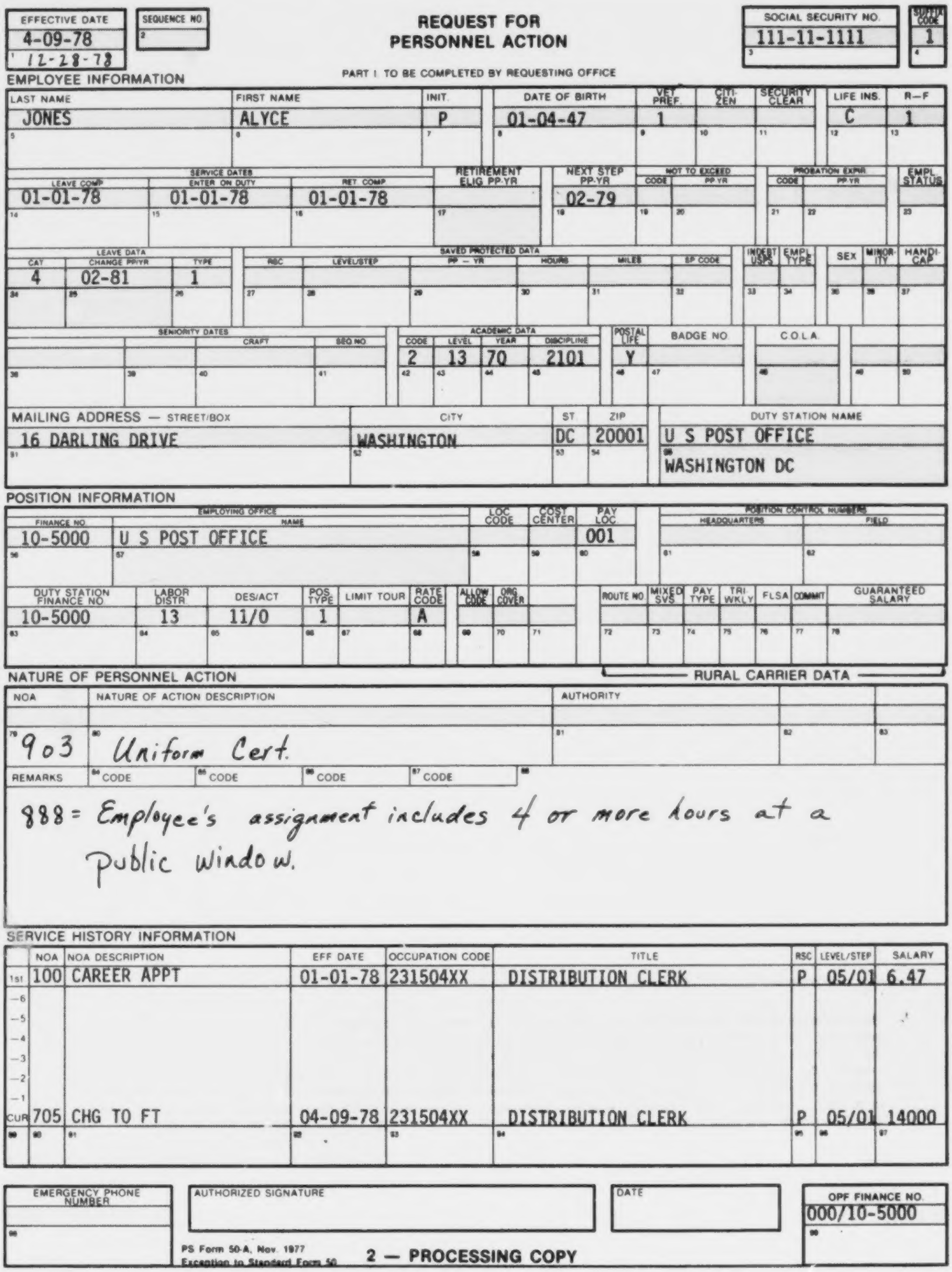
	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st	100	CAREER APPT	01-15-73	231504XX	DISTRIBUTION CLERK	P	05/01	14000
−6								
−5								
−4								
−3								
−2								
−1								
CUR	702	PROMOTION	08-25-79	23106004	FOREMAN CARRIERS	E	15/04	18000
				23106048	Supv. Mails and Delivery			

EMERGENCY PHONE NUMBER	AUTHORIZATION	DATE	OPF FINANCE NO
			000/10-5000

PS FORM 50-A, JUNE 1979
Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 614.63. Form 50–A for Change of Position/Title/RSC



EFFECTIVE DATE	SEQUENCE NO.
4-09-78 12-28-78	

REQUEST FOR PERSONNEL ACTION

PART I. TO BE COMPLETED BY REQUESTING OFFICE

SOCIAL SECURITY NO.	SUFFIX CODE
111-11-1111	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	CITIZEN	SECURITY CLEAR	LIFE INS.	R—F
JONES	ALYCE	P	01-04-47	1			C	1

SERVICE DATES: LEAVE COMP	SERVICE DATES: ENTER ON DUTY	SERVICE DATES: RET COMP	RETIREMENT ELIG PP-YR	NEXT STEP PP-YR	NOT TO EXCEED: CODE	NOT TO EXCEED: PP-YR	PROBATION EXPIR: CODE	PROBATION EXPIR: PP-YR	EMPL STATUS
01-01-78	01-01-78	01-01-78		02-79					

LEAVE DATA: CAT	LEAVE DATA: CHANGE PP/YR	LEAVE DATA: TYPE	SAVED PROTECTED DATA: RSC	LEVEL/STEP	PP — YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	SEX	MINORITY	HANDICAP
4	02-81	1											

SENIORITY DATES		CRAFT	SEQ NO.	ACADEMIC DATA: CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	BADGE NO.	C.O.L.A.		
				2	13	70	2101	Y				

MAILING ADDRESS — STREET/BOX	CITY	ST.	ZIP	DUTY STATION NAME
16 DARLING DRIVE	WASHINGTON	DC	20001	U S POST OFFICE WASHINGTON DC

POSITION INFORMATION

EMPLOYING OFFICE: FINANCE NO.	EMPLOYING OFFICE: NAME	LOC CODE	COST CENTER	PAY LOC.	POSITION CONTROL NUMBERS: HEADQUARTERS	POSITION CONTROL NUMBERS: FIELD
10-5000	U S POST OFFICE			001		

DUTY STATION FINANCE NO.	LABOR DISTR.	DES/ACT	POS. TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER		ROUTE NO.	MIXED SVS	PAY TYPE	TRI-WKLY	FLSA	COMMIT	GUARANTEED SALARY
10-5000	13	11/0	1		A										

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY		
903	Uniform Cert.			

REMARKS CODE CODE CODE CODE

888 = Employee's assignment includes 4 or more hours at a public window.

SERVICE HISTORY INFORMATION

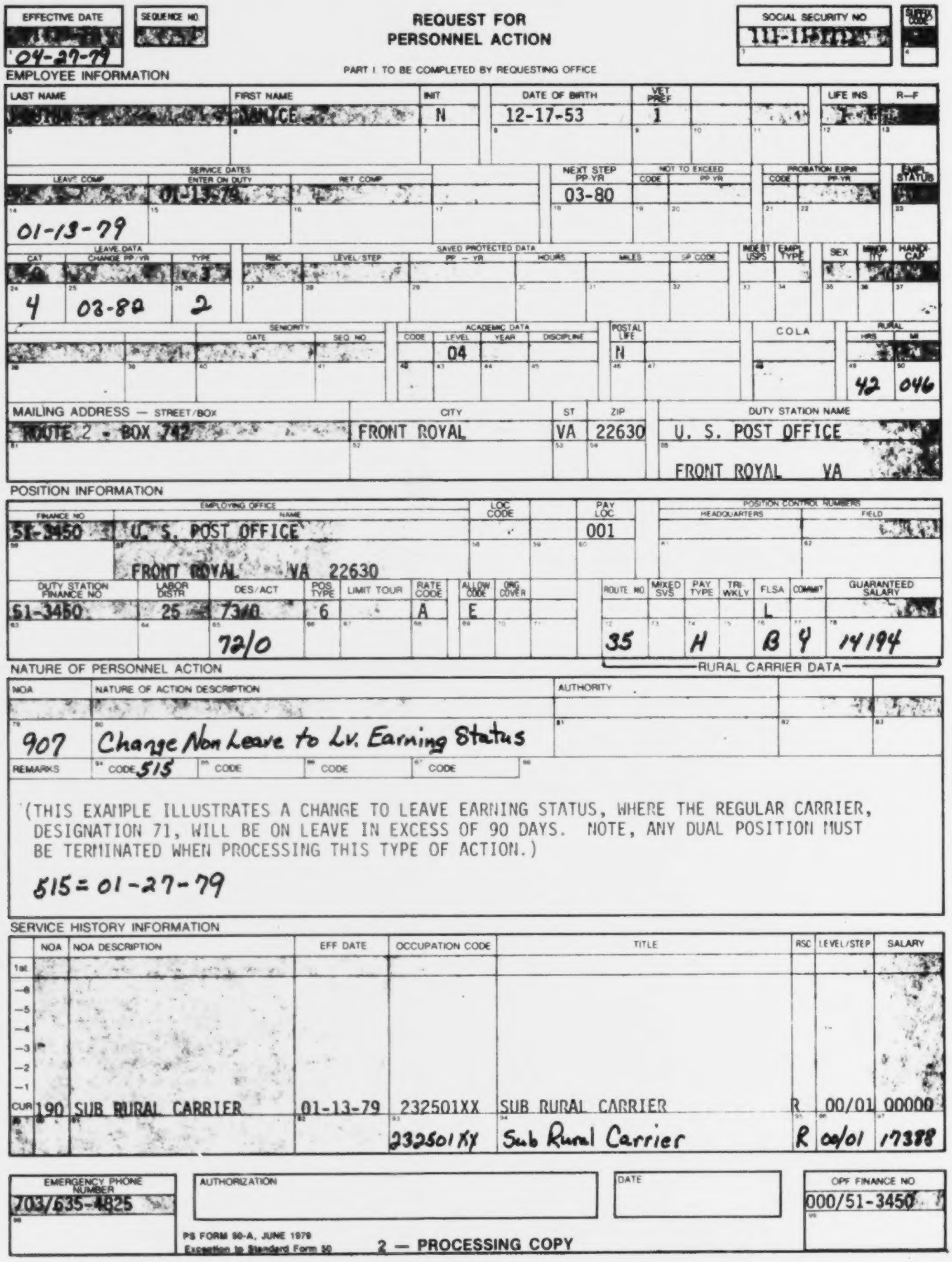
	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st	100	CAREER APPT	01-01-78	231504XX	DISTRIBUTION CLERK	P	05/01	6.47
—6								
—5								
—4								
—3								
—2								
—1								
CUR	705	CHG TO FT	04-09-78	231504XX	DISTRIBUTION CLERK	P	05/01	14000

EMERGENCY PHONE NUMBER	AUTHORIZED SIGNATURE	DATE	OPF FINANCE NO.
			000/10-5000

PS Form 50-A, Nov. 1977
Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 614.64. Form 50–A for Uniform Certification



REQUEST FOR PERSONNEL ACTION

PART I TO BE COMPLETED BY REQUESTING OFFICE

EFFECTIVE DATE: 04-27-79
SEQUENCE NO: [illegible]
SOCIAL SECURITY NO: 111-11[illegible]
SUFFIX CODE: [illegible]

EMPLOYEE INFORMATION

LAST NAME: [illegible]
FIRST NAME: [illegible]ANICE
INIT: N
DATE OF BIRTH: 12-17-53
VET PREF: 1
LIFE INS: [illegible]
R—F: [illegible]

SERVICE DATES — LEAVE COMP: 01-13-79
SERVICE DATES — ENTER ON DUTY: 01-13-79
SERVICE DATES — RET COMP: [illegible]
NEXT STEP PP-YR: 03-80
NOT TO EXCEED — CODE / PP YR:
PROBATION EXPIR — CODE / PP-YR:
EMPL. STATUS: [illegible]

LEAVE DATA — CAT: 4
LEAVE DATA — CHANGE PP/YR: 03-80
LEAVE DATA — TYPE: 2
SAVED PROTECTED DATA — RSC / LEVEL/STEP / PP — YR / HOURS / MILES / SP CODE:
INDEBT USPS / EMPL TYPE / SEX / MINORITY / HANDICAP:

SENIORITY — DATE / SEQ NO:
ACADEMIC DATA — CODE / LEVEL: 04 / YEAR / DISCIPLINE
POSTAL LIFE: N
COLA:
RURAL — HRS: 42
RURAL — MI: 046

MAILING ADDRESS — STREET/BOX: ROUTE 2 - BOX 742
CITY: FRONT ROYAL
ST: VA
ZIP: 22630
DUTY STATION NAME: U. S. POST OFFICE
FRONT ROYAL VA

POSITION INFORMATION

EMPLOYING OFFICE — FINANCE NO: 51-3450
EMPLOYING OFFICE — NAME: U. S. POST OFFICE
FRONT ROYAL VA 22630
LOC CODE:
PAY LOC: 001
POSITION CONTROL NUMBERS — HEADQUARTERS / FIELD:

DUTY STATION FINANCE NO: 51-3450
LABOR DISTR: 25
DES/ACT: 7340 — 72/0
POS TYPE: 6
LIMIT TOUR:
RATE CODE: A
ALLOW CODE: E
ORG COVER:

RURAL CARRIER DATA
ROUTE NO: 35
MIXED SVS:
PAY TYPE: H
TRI-WKLY:
FLSA: L — B
COMMIT: 4
GUARANTEED SALARY: 14194

NATURE OF PERSONNEL ACTION

NOA: 907
NATURE OF ACTION DESCRIPTION: Change Non Leave to Lv. Earning Status
AUTHORITY:
REMARKS CODE: 515

(THIS EXAMPLE ILLUSTRATES A CHANGE TO LEAVE EARNING STATUS, WHERE THE REGULAR CARRIER, DESIGNATION 71, WILL BE ON LEAVE IN EXCESS OF 90 DAYS. NOTE, ANY DUAL POSITION MUST BE TERMINATED WHEN PROCESSING THIS TYPE OF ACTION.)

515 = 01-27-79

SERVICE HISTORY INFORMATION

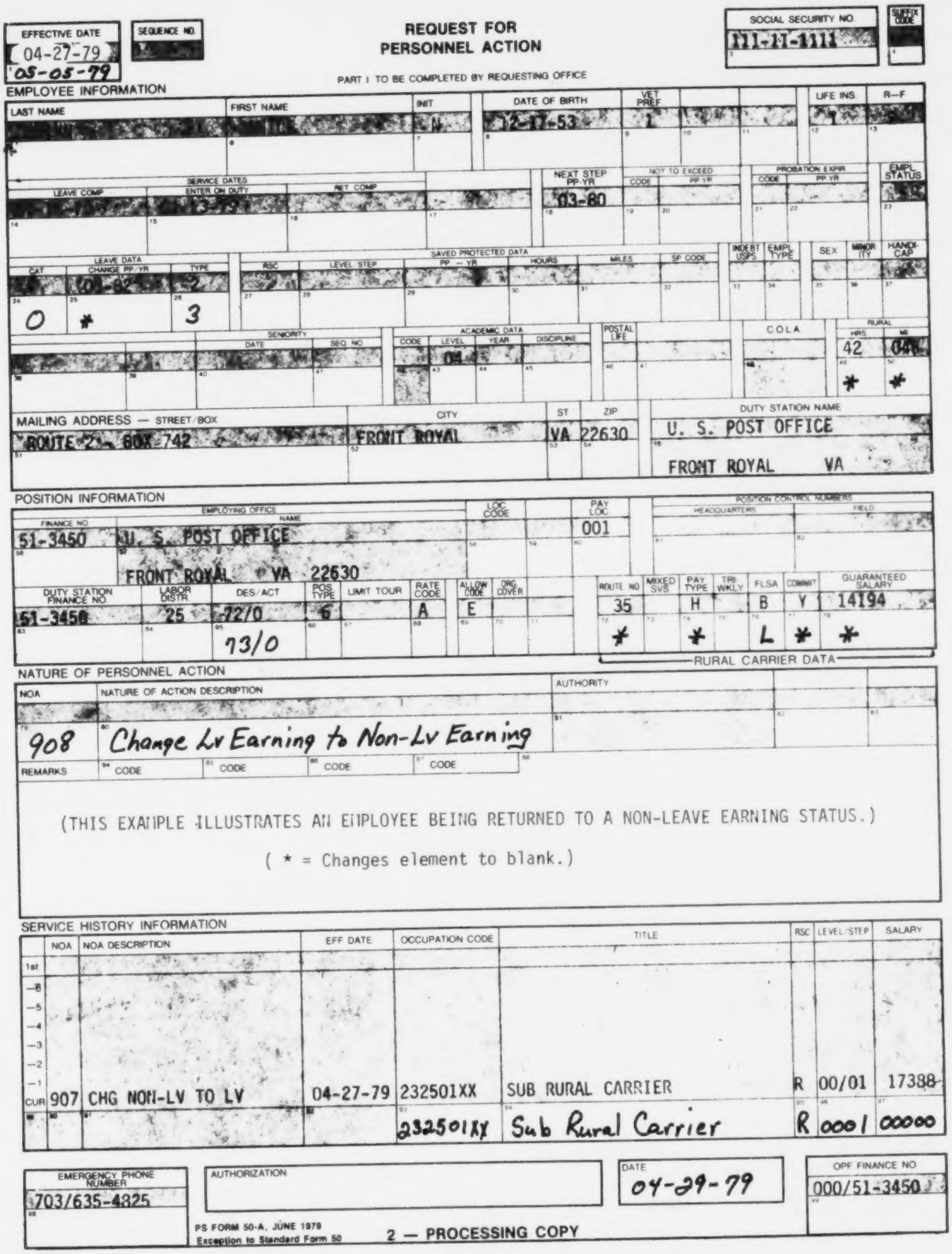
	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
−6								
−5								
−4								
−3								
−2								
−1								
CUR	190	SUB RURAL CARRIER	01-13-79	232501XX	SUB RURAL CARRIER	R	00/01	00000
				232501XX	Sub Rural Carrier	R	00/01	17388

EMERGENCY PHONE NUMBER: 703/635-4825
AUTHORIZATION:
DATE:
OPF FINANCE NO: 000/51-3450

PS FORM 50-A, JUNE 1979
Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 614.65. Form 50–A for Change to Leave Earning Status



REQUEST FOR PERSONNEL ACTION

PART I TO BE COMPLETED BY REQUESTING OFFICE

EFFECTIVE DATE: 04-27-79 / 05-05-79

SEQUENCE NO.:

SOCIAL SECURITY NO.: 111-11-1111

SUFFIX CODE:

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF				LIFE INS.	R—F	
[illegible]	[illegible]	N	12-17-53	1				1		

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	RET COMP		NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXPIR CODE	PROBATION EXPIR PP YR	EMPL STATUS		
	[illegible]			03-80							

LEAVE DATA CAT	LEAVE DATA CHANGE PP/YR	LEAVE DATA TYPE	RSC	LEVEL STEP	SAVED PROTECTED DATA PP — YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	SEX	MINOR ITY	HANDI-CAP	
	03-82	2												
0	*	3												

		SENIORITY DATE	SENIORITY SEQ NO	ACADEMIC DATA CODE	ACADEMIC DATA LEVEL	ACADEMIC DATA YEAR	ACADEMIC DATA DISCIPLINE	POSTAL LIFE		COLA	RURAL HRS	RURAL MI
					04						42	04
											*	*

MAILING ADDRESS — STREET/BOX	CITY	ST	ZIP	DUTY STATION NAME
ROUTE 2 BOX 742	FRONT ROYAL	VA	22630	U. S. POST OFFICE FRONT ROYAL VA

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	LOC CODE		PAY LOC	POSITION CONTROL NUMBERS HEADQUARTERS	POSITION CONTROL NUMBERS FIELD
51-3450	U. S. POST OFFICE FRONT ROYAL VA 22630			001		

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER		ROUTE NO	MIXED SVS	PAY TYPE	TRI-WKLY	FLSA	COMMIT	GUARANTEED SALARY
51-3450	25	72/0	6		A	E			35		H		B	Y	14194
		73/0							*		*		L	*	*

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY		
908	Change Lv Earning to Non-Lv Earning			

REMARKS CODE CODE CODE CODE

(THIS EXAMPLE ILLUSTRATES AN EMPLOYEE BEING RETURNED TO A NON-LEAVE EARNING STATUS.)

(* = Changes element to blank.)

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
−6								
−5								
−4								
−3								
−2								
−1								
CUR	907	CHG NON-LV TO LV	04-27-79	232501XX	SUB RURAL CARRIER	R	00/01	17388
				232501XX	Sub Rural Carrier	R	0001	00000

EMERGENCY PHONE NUMBER: 703/635-4825

AUTHORIZATION:

DATE: 04-29-79

OPF FINANCE NO: 000/51-3450

PS FORM 50-A, JUNE 1979
Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 614.66. Form 50–A for Change to Non-Leave Earning Status

614.7 Reassignment CAO Changes (Codes 924, 925, 926, and PCES Code 927)

.71 Definitions

.711 Reassignment Change to Lower Level (Code 924). Reassignment and change to lower equivalent level with a permanent lower salary, to an office with a change in finance number.

.712 Reassignment CAO (Code 925). Used for all reassignments, at same equivalent grade, to an office with a change in finance number.

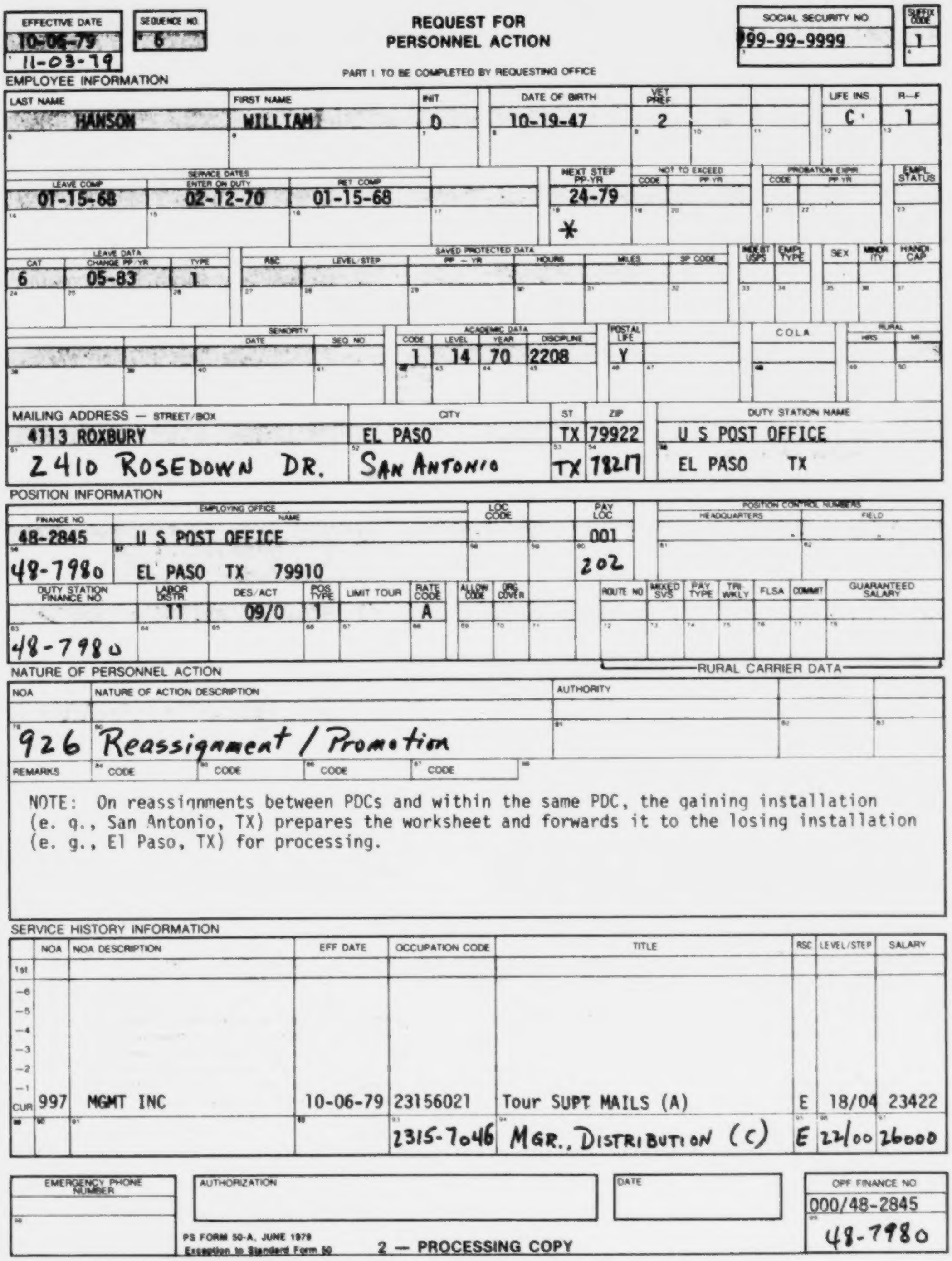
.713 Reassignment Promotion (Code 926). Reassignments and promotion to an office with a change in finance number (see Exhibit 614.713). For competitive promotions to EAS positions, a Form 5938—X is required. See 538.12 and 546.

.714 Reassignment PCES (Code 927). To be used only for employees moving into PCES jobs from non-PCES jobs and employees changing jobs within PCES.

.72 Procedures. Gaining installation completes Form 50–B and forwards it to the losing installation for processing. The employee must complete a new withholding statement if reassignment is to a new state.

.73 Completing Form 50–A. Complete the following elements, if appropriate (complete elements 27-32 only if reassignment places employee in saved/protected status):

Element	*Entry*
1	Effective date
27	Saved/Protected Rate Schedule Code
4	Suffix Code
18	Next Step PP/YR
28	Saved/Protected Level/Step
29	Saved/Protected PP/YR
32	Saved/Protected Code
46	Postal Life Code
51-54	New mailing address data (if changed)
56	Employing office finance number
60	Pay Location
63	Duty Station finance number
64	Labor Distribution Code
65	Designation/Activity Code
66	Position Type
67	Limited tour hours
69	Allowance Code
72	Rural data route number (Code 925 only)
73	Rural data mixed service (Code 925 only)
74	Rural data tri-weekly (Code 925 only)
76	Rural data FLSA pay type (Code 925 only. See Exhibit 611.329g.)
77	Rural carrier commitment (Code 925 only)
79	Appropriate NOA Code
80	Appropriate NOA description
84-87	Appropriate standard remarks
88	Appropriate free form remarks
93	Occupation Code
95	Rate Schedule Code
96	Level/Step
97	Salary
98	Emergency phone number
99	OPF finance number



REQUEST FOR
PERSONNEL ACTION

PART I TO BE COMPLETED BY REQUESTING OFFICE

EFFECTIVE DATE	SEQUENCE NO.	SOCIAL SECURITY NO	SUFFIX CODE
10-06-79 11-03-79	6	999-99-9999	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF	LIFE INS	R—F
HANSON	WILLIAM	D	10-19-47	2	C	1

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RET COMP	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXPIR CODE	PROBATION EXPIR PP YR	EMPL STATUS
01-15-68	02-12-70	01-15-68	24-79 *					

LEAVE DATA CAT	LEAVE DATA CHANGE PP/YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	LEVEL/STEP	PP — YR	HOURS	MILES	SP CODE	MOST USPS	EMPL TYPE	SEX	MINORITY	HANDICAP
6	05-83	1											

SENIORITY DATE	SEQ NO	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	COLA	RURAL HRS	RURAL MI
		1	14	70	2208	Y			

MAILING ADDRESS — STREET/BOX	CITY	ST	ZIP	DUTY STATION NAME
4113 ROXBURY	EL PASO	TX	79922	U S POST OFFICE
2410 ROSEDOWN DR.	SAN ANTONIO	TX	78217	EL PASO TX

POSITION INFORMATION

EMPLOYING OFFICE FINANCE NO	EMPLOYING OFFICE NAME	LOC CODE	PAY LOC	POSITION CONTROL NUMBERS HEADQUARTERS	FIELD
48-2845	U S POST OFFICE		001		
48-7980	EL PASO TX 79910		202		

DUTY STATION FINANCE NO.	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER
	11	09/0	1		A		
48-7980							

RURAL CARRIER DATA

ROUTE NO	MIXED SVS	PAY TYPE	TRI-WKLY	FLSA	COMMIT	GUARANTEED SALARY

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY
926	Reassignment / Promotion	

REMARKS CODE CODE CODE CODE

NOTE: On reassignments between PDCs and within the same PDC, the gaining installation (e. g., San Antonio, TX) prepares the worksheet and forwards it to the losing installation (e. g., El Paso, TX) for processing.

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
−6								
−5								
−4								
−3								
−2								
−1								
CUR	997	MGMT INC	10-06-79	23156021	Tour SUPT MAILS (A)	E	18/04	23422
				2315-7046	MGR., DISTRIBUTION (C)	E	22/00	26000

EMERGENCY PHONE NUMBER	AUTHORIZATION	DATE	OPF FINANCE NO
			000/48-2845 48-7980

PS FORM 50-A, JUNE 1979
Exception to Standard Form 50

2 — PROCESSING COPY

Exhibit 614.713. Form 50–A for Reassignment Promotion CAO

614.8 Dual Positions

.81 Dual Job Accession (Code 959)

.811 Definition. Creation of a dual job record, with the same Social Security Number, for an employee who is serving in a dual capacity. This code may never be used to add a primary position.

.812 Completing Form 50–B. Complete the following elements on Form 50–B, *Processing Copy for New Hires Only*, as appropriate:

Element	*Entry*
1	Effective date
3	Social Security Number
4	Suffix Code: dual appointments with same SSN, enter 2, 3 etc.
5	Last name
6	First name
7	Initial (if no middle initial, leave blank
8	Date of birth
9	Veteran Preference
12	Life Insurance Code
13	Retirement/FICA Code
14	Leave Comp. date
15	Entered on duty date
18	Next Step Increase PP/YR
21	Probation Expiration Code (see Exhibit 611.321)
22	Probation Expiration PP/YR
23	Employee Status Code
24	Leave Category
25	Leave Change PP/YR
26	Leave Type
35	Sex Code
36	Minority Code
37	Handicap Code
43	Academic Discipline Year
45	Academic Discipline
51-54	Mailing address data
56	Employing Office finance number
60	Pay location: if no pay location is used, enter *000*
63	Duty Station finance number
64	Labor Distribution Code
65	Designation/Activity Code
66	Position Type
68	Rate Code
69	Allowance Code
72	Rural route number
73	Rural mixed service: enter *M* if employee serves as sub of record (Des. 73); otherwise leave blank.
79	NOA Code *959*
80	NOA description: *Dual Job Accession*
84-87	Appropriate standard remarks
88	Appropriate free form remarks
93	Occupation Code
95	Rate Schedule Code
96	Level/Step
97	Salary
98	Emergency telephone number (if available)
99	OPF finance number

.82 Dual Appointments for Rural Carriers

.821 Definition. Code 959 for rural carriers is used for a sub rural carrier who is employed in two separate positions which contain different designation codes. See Exhibit 614.82.

.822 Determination of Primary and Secondary Positions.

a. The position that provides retirement benefits is always the primary position over other positions. Element 4 (Suffix Code) is coded 1.

b. If retirement benefits are not provided, the position that provides leave benefits is the primary position. Element 4 (Suffix Code) is coded 1.

c. If no benefits are paid, the hourly rate position is primary.

Example:

Des.	*Primary Position*	*Suffix Code*	*Dual Appt.*	*Suffix Code*
77 and 73	77	1	73	2
41 and 73	41	1	73	2
61 and 73	73	1	61	2

.823 Procedures

a. Subsequent positions are made with NOA Code 959, Dual Position. Element 4 is coded 2, 3, etc.

b. All dual positions are automatically dropped when a transfer CAO (change of appointing office) occurs to the primary job. All valid dual positions must be reestablished after a transfer. Use NOA Code 960 when the secondary position assignment is completed.

.824 Reassignment of Des. 73 to Des. 77. If the employee is already on the rolls as a Designation 73, and is to be given a dual appointment as a Designation 77, do the following:

a. Use NOA 550, Conversion to Excepted Appointment, and reassign the Des. 73 to Des. 77. Code element 4 with a 1. See 614.315.

b. Use NOA 959, Dual Accession, to appoint the employee a Des. 73. Code element 4 with a 2.

c. NOA Code 959 may never be used to appoint a primary position. To eliminate a dual position, use NOA Code 960. See Exhibit 614.83.

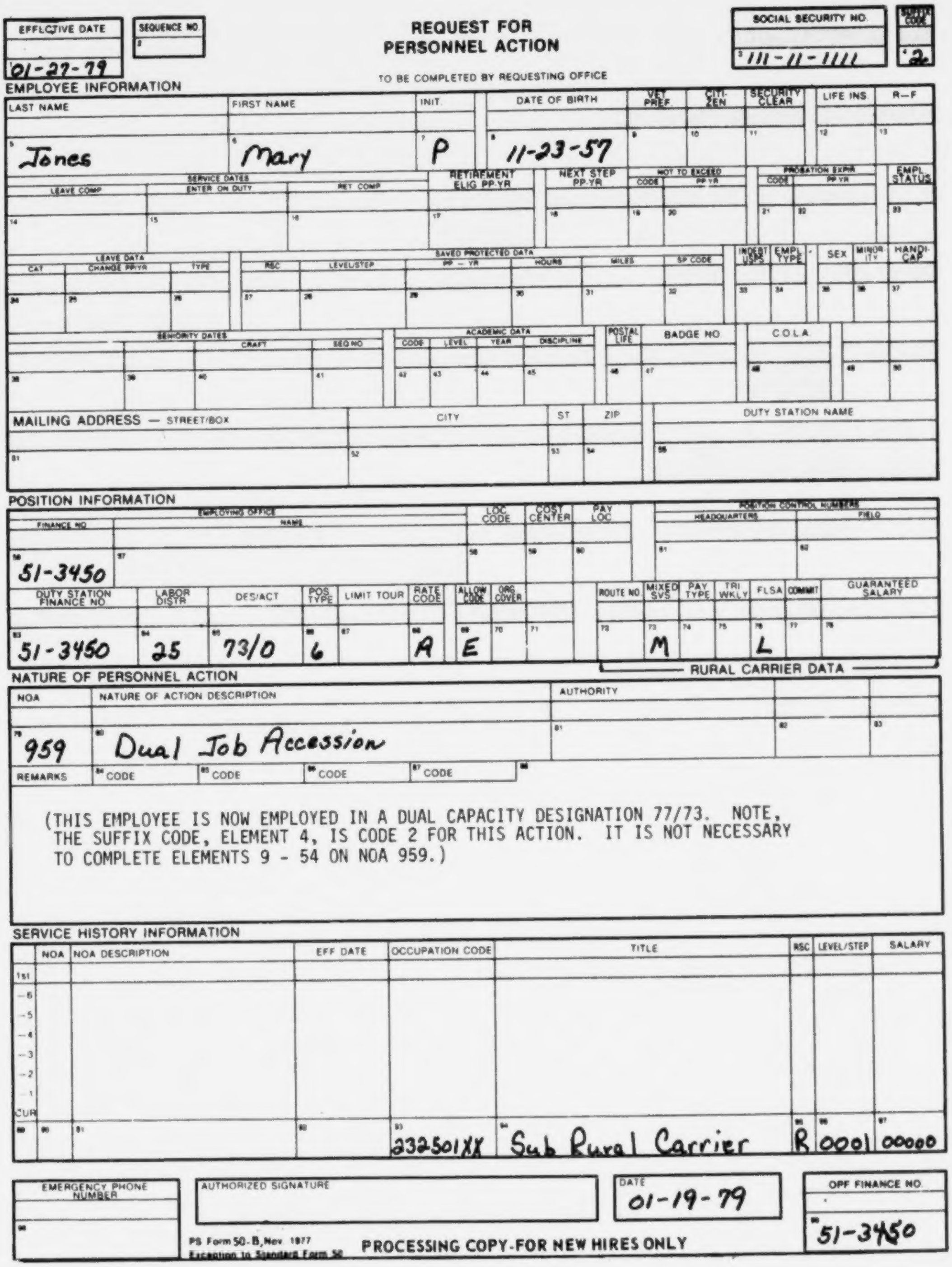
.83 Termination of Dual Position (Code 960)

.831 Definition. Used to terminate a dual job record, with the same Social Security Number, for an employee who was serving in a dual capacity. This code may never be used to terminate a primary position.

.832 Completing Form 50–A. Complete the following elements, if appropriate:

Element	*Entry*
1	Effective date
3	Social Security Number
4	Suffix Code
51-54	New mailing address data (if changed)
79	NOA Code *960*
80	NOA description:
84-87	Appropriate standard remarks
88	Appropriate free form remarks

Exhibit 614.82



REQUEST FOR PERSONNEL ACTION

TO BE COMPLETED BY REQUESTING OFFICE

EFFECTIVE DATE	SEQUENCE NO.	SOCIAL SECURITY NO.	SUFFIX CODE
01-27-79		111-11-1111	2

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF	CITIZEN	SECURITY CLEAR	LIFE INS.	R—F
Jones	Mary	P	11-23-57					

SERVICE DATES LEAVE COMP	ENTER ON DUTY	RET COMP	RETIREMENT ELIG PP-YR	NEXT STEP PP-YR	NOT TO EXCEED CODE	PP YR	PROBATION EXPIR CODE	PP YR	EMPL STATUS

LEAVE DATA CAT	CHANGE PP/YR	TYPE	SAVED PROTECTED DATA RSC	LEVEL/STEP	PP — YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	SEX	MINORITY	HANDICAP

SENIORITY DATES		CRAFT	SEQ NO	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	BADGE NO	C.O.L.A.		

MAILING ADDRESS — STREET/BOX	CITY	ST	ZIP	DUTY STATION NAME

POSITION INFORMATION

EMPLOYING OFFICE FINANCE NO	NAME	LOC CODE	COST CENTER	PAY LOC	POSITION CONTROL NUMBERS HEADQUARTERS	FIELD
51-3450						

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER		ROUTE NO	MIXED SVS	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
51-3450	25	73/0	6		A	E				M			L		

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY		
959	Dual Job Accession			

REMARKS	CODE	CODE	CODE	CODE

(THIS EMPLOYEE IS NOW EMPLOYED IN A DUAL CAPACITY DESIGNATION 77/73. NOTE, THE SUFFIX CODE, ELEMENT 4, IS CODE 2 FOR THIS ACTION. IT IS NOT NECESSARY TO COMPLETE ELEMENTS 9 - 54 ON NOA 959.)

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RSC	LEVEL/STEP	SALARY
1st								
−6								
−5								
−4								
−3								
−2								
−1								
CUR				232501XX	Sub Rural Carrier	R	0001	00000

EMERGENCY PHONE NUMBER	AUTHORIZED SIGNATURE	DATE	OFF FINANCE NO.
		01-19-79	51-3450

PS Form 50-B, Nov. 1977
Exception to Standard Form 50

PROCESSING COPY-FOR NEW HIRES ONLY

Exhibit 614.82. Form 50–B for Dual Job Accession

614.9 Cancellations, Corrections, Revisions, Destructions

.91 Cancellations (Code 001)

.911 Definition. Cancellation is issuance of a Form 50 negating a personnel transaction documented in an OPF by a previously issued Form 50. This is distinguished from the destruction of a Form 50 which is explained in 614.94.

.912 Completing Form 50—A. Complete the following elements:

Element	*Entry*
1	Effective date
4	Suffix Code
79	NOA Code 001
80	NOA description: Cancellation
84-87	Appropriate standard remarks
88	Appropriate free form remarks

.92 Correction (Code 002)

.921 Definition. Correction is issuance of a Form 50 modifying a personnel transaction documented in an OPF by a previously issued Form 50 on which information was erroneous, incomplete, or omitted. This is distinguished from revision which is dealt with in 614.93.

.922 Procedures. Enter statement identifying the element that is being corrected. For example: Corrects element (enter element) on PS Form 50 dated (enter date) which reads (enter information).

.923 Completing Form 50-A. Complete the following elements:

Element	*Entry*
1	Effective date
4	Suffix Code
79	NOA Code 002
80	NOA description: Correction
84-87	Appropriate standard remarks
88	Appropriate free form remarks

.93 Revisions

.931 Definition. A revision is a change made on an issued Form 50 on which information was erroneous, incomplete, or omitted.

.932 Authority. Once a Form 50 has been issued, the OPF copy cannot be revised except:

(a) Under the authority of the USPS Records Officer.

(b) Under the authority of the Regional Director, Employee and Labor Relations.

.94 Destructions

.941 Definition. Destruction is the removal and physical destruction of the OPF copy of an issued Form 50.

.942 Authority. Once a Form 50 has been issued, the OPF copy cannot be destroyed except:

(a) Under the authority of the USPS Records Officer.

(b) Under the authority of the Regional Director, Employee and Labor Relations.

(c) Pursuant to a settlement or decision overturning a suspension in procedures established by a contractual grievance/arbitration provision, ELM 650, the National Labor Relations Act, the Civil Service Reform Act (Merit Systems Protection Board cases), Title VII of the Civil Rights Act (the EEO procedure), or civil actions in Federal Court. When a suspension is overturned on appeal through any of the procedures stated above, the Form 50 documenting the suspension is to be removed from the OPF and destroyed. No Form 50 will be issued to cancel the suspension. If the OPF custodian has any questions on the propriety of destroying a suspension Form 50, inquiries are to be directed, through appropriate channels, to the Regional Director, E&LR.

This change will be incorporated in a future issue of P-11.

Element Entries for Form 50

Asterisk (*) placed in first position of any field will change the field to blank

Element Number	Data Entry Name	Element Field Size	Element Entry Description
1	Effective Date	6	Enter date the personnel action takes effect
2	Sequence No.	4	Leave blank-This field is computer generated
3	Social Security No.	9	Enter standard 9-digit number
4	Suffix Codes	1	Enter 1 on intial appointment. Subsequent Dual Appointments with same SSN. enter 2-3 etc.
5	Last Name	15	Enter in CAPITAL letters last name.
6	First Name	12	Enter in CAPITAL letters first name
7	Initial	1	Enter intial if none leave blank
8	Date of Birth	6	Enter month, day, and year. Must be six digits, e.g., 01-10-47
9	Veteran Preference	1	Enter: 1-No 4-10 pt. Comp., less than 30% 2-5 pt. 5-10 pt. Other 3-10 pt. Disab. 6-10 pt. Comp., 30% or greater Note: Claims for Veteran Preference must be verified by the appointing officer.
10	Blank		Leave blank; reserved for future use.
11	Blank	1	Leave blank; reserved for future use.
12	Life Insurance	1	Enter: A-Ineligible E-Family Coverage B-Waived F-Current Optional and Family C-Regular Coverage Only D-Current ($10,000) Note: See SF 2817 for additional codes
13	Retirement/FICA	1	Enter appropriate code: 1=CSR 3=7½% 5=FICA & CSR 2=FICA 4=Excluded 6=FICA & 7½%
14	Leave Comp. Date	6	Enter leave comp. date. Compute, excluding any service which is not creditable for leave purpose, such as casual or temporary service with the Postal Service or any Government agency. See Exhibit 611.329 a.
15	Entered on Duty Date	6	Enter date of this appointment or previous USPS appointment where there was no break in service .
16	Retirement Comp. Date	6	Enter calculated service computation date from PS Form 144. Note: Time not included in the leave comp. date, such as casual or temporary service, is included for retirement purposes.
17	Blank	6	Leave Blank.

Exhibit 611.321. Element Entries for Form 50 (p.1)

Element Entries for Form 50

Asterisk (*) placed in first position of any field will change the field to blank

Element Number	Data Entry Name	Element Field Size	Element Entry Description
18	Next Step Increase-PP/YR	4	Enter the pay period and year the next step increase is due. Note: If an employee enters on duty after the first day of a pay period, use the next PP as the starting point for the PP/YR computation. See Exhibit 611.329 b.
19	Not To Exceed Code	1	Enter code shown below based on length of appointment: 1=90 Day Casual 2=21 /Day Christmas Casual 3=(Reserved—do not use) 4=Temporary Non-Bargaining
20	Not To Exceed PP/YR	4	Enter PP/YR the Casual or Temporary appointment expires.
21	Probation Expiration Code	1	Enter code used to identify period of probation: 0=No Probation 1=90 Day Period 2=Other, Including Adverse Action etc. Note: Make no entries in Elements 21 and 22 for NOA 170 and 190. These records must be kept manually by hiring installation.
22	Probation Expiration	4	Enter-PP/YR probation period ends.
23	Employee Status Code	2	PA=Pending Appeal ES=Employment Service RC=Reinstated Compensation UO=Union Official
24	Leave Category	1	Enter: 0= No Leave, 4, 6, 8
25	Leave Change PP/YR	4	Enter Leave Change (PP/YR).
26	Leave Type	1	Enter 1= Normal 3= No Leave 2= Earn as you go.
27[1]	Saved/Protected salary-RSC	1	See Exhibit 611.329 k.
28[1]	Saved/Protected Salary-Level and Step	4	Enter Level/Step that salary protection was based on
29[1]	Saved/Protected Salary-(PP/YR)	4	Enter pay period and year protected status terminates
30[1]	Saved/Prodtected Salary-Hours	2	Enter: Heavy Duty pay hours NTE 40 hours. (Protected/Saved Rural Carrier)
31[1]	Saved/Protected Salary-Miles	3	Enter the number of miles that the rural carrier's protected salary is based on.
32[1]	Saved/Protected Salary-Code	1	S = Saved Rate P = Protected Rate * = Change field to blank

[1] Complete only if applicable.

Exhibit 611.321 Element Entries for Form 50 (p.2)

Element Entries for Form 50

Asterisk (*) placed in first position of any field will change the field to blank

Element Number	Data Entry Name	Element Field Size	Element Entry Description
33	Indebt USPS	1	Leave blank-held for future use
34	Employment Type Code	1	Enter code used to indentify type of employment: C = Christmas Casual F = Veterans Readjustment Appointment H = Severely Handicapped
35	Sex	1	Enter M or F
36	Minority Code	1	Enter: A = American Indian or Alaskan Native B = Asian or Pacific Inslander C = Black, not of Hispanic origin D = Hispanic E = White, not of Hispanic origin See 611.4 for categories to be used in Hawaii & Puerto Rico
37	Handicap Code	2	Enter appropriate code. See Exhibit 611.811.
38	Career Conditional Date	6	See 611.6.
39	Service Anniversary PP/YR	4	See 611.7.
40	Seniority Date	6	Leave blank held for future use.
41	Seniority Sequence No.	4	Leave blank held for future use.
42	Supervisory Code	1	Leave blank (PDC Generated) 1 = Supervisory 2 = Non-Supervisory
43	Educational Level. If educational level is 13 or above, complete 44 & 45	2	Enter code describing educational level. See Exhibit 611.329 c. for codes.
44	Academic Discipline Year	2	Enter last two digits of the year in which the highest formal education was completed.
45	Academic Discipline	4	Enter code representing academic disciplines as prescribed by OPM. See Exhibit 611.329 c.
46	Postal Life Code	1	Y = Yes- employee wants to receive Postal Life N = No - does not wish to receive Postal Life
47	Retired Military—New Hires	3	See Exhibit 612.25b *First Position = Type of Uniformed Service* 1 = Army 2 = Navy 3 = Air Force 4 = Marine Corps 5 = Coast Guard 6 = National Oceanic and Atmospheric Administration 7 = Public Health *Second Position = Type of Retirement* 1 = Voluntary 2 = Disability 3 = Mandatory *Third Position = Military Service Status* 1 = Retired Regular Officer 2 = Retired Reserve Officer 3 = Retired Enlisted Personnel
48	COLA	4	Leave blank - computer generated.

Element Entries for Form 50

Asterisk (*) placed in first position of any field will change the field to blank

Element Number	Data Entry Name	Element Field Size	Element Entry Description
49	Rural Carrier Hours	2	Enter Hours of rural route. (Des. 71 & 72 only)
50	Rural Carrier Miles	3	Enter Miles of rural route. (Des. 71 & 72 only)
51	Mailing Address or Box	28	Enter employee's current street or box number
52	Mailing Address City Name	16	Enter City Name
53	Mailing Address State	2	Enter two digit (alpha) state abbreviation code.
54	Mailing Address Zip Code	9	Enter 9 digit Zip Code
55	Duty Station Name	20	Leave blank - computer generated.
56	Employing Office Finance Number	6	Enter state and post office number of employing office
57	Employing Office Name	25	Leave blank - computer generated
58	Employing Office 9 digit Zip Code	9	Leave blank - computer generated
59	Blank	2	Leave blank - reserved for future use.
60	Pay Location	3	Always make an entry. If pay location is not used , enter *000* .
61	Position Control Number - Headquarters, Region, District	10	Leave blank - reserved for future use.
62	Field Position Control Number	10	Leave blank - reserved for future use.
63	Duty Station Finance Number	6	Enter state and post office number of duty station.
64	Labor Distribution (LDC)	2	Enter appropriate code. See Exhibit 611.329 d.
65	Designation Activity Code	3	Enter designation and activity codes. See Exhibit 611.329e.
66	Position Type	1	Enter: 1 = full time 2 = PT reg. 3 = PT flex. (including des. 77 & 78) 4 = Casual 5 = Temporary 6 = Rural
67	Limited Tour Hours	2	Enter scheduled number of hours per week for hourly rate regular employees.
68	Rate Code	1	H = Hourly A = Annual Rate P = 96 Hour or Special Rate

Exhibit 611.321 Element Entries for Form 50 (p.4)

Element Entries for Form 50

Asterisk (*) placed in first position of any field will change the field to blank

Element Number	Data Entry Name	Element Field Size	Element Entry Description
69	Allowance Code	1	Enter, as appropriate: E = Rural Equipment Maintenance Allowance M = Used when changing des/act or occ code N = Ineligible for Uniform Allowance R = Rental Allowance S = Lost Eligibility for Uniform Allowance U = Eligible for Uniform Allowance X = Form 1346 needed to establish Uniform Allowance. See Exhibit 611.329f for Uniform Allowance Code definitions and procedures for codes M,N,S,U, & X.
70	Organization Coverage Code	1	Leave blank - held for future use.
71			Leave blank - held for future use.
72	Rural Data - Route Number	2	Enter numeric 2-digit route number. Do not enter H-J-K, Heavy Duty Status. (Des. 71, 72, and 77 only.)
73	Rural Data - Mixed Service	1	Enter M if employee has dual appointment as sub of record (Des. 73) and aux. rural (Des. 77); otherwise leave blank.
74	Rural Data - Pay Type	1	Enter, as appropriate: M = Miles H = 6 Day Heavy Duty J = 5-1/2 Day Heavy Duty K = 5 Day Heavy Duty A = Auxiliary Route S = Special Route
75	Rural Data - Tri-Weekly Code	1	Enter 1-digit alpha code to indicate route is served 3 days per week: M = M-W-F Service T = T-Th-S Service
76	Rural Data - FLSA Pay Type		Enter code: A, B, N, L, or P. See Exhibit 611.329g for explanation of codes.
77	Rural Data-Rural Carrier Commitment	1	Enter appropriate alpha code indicating the carrier signed agreement electing a higher classification: Y = Yes N = No
78	Rural Data-Guaranteed Salary	5	Enter salary based on 40 hours H.D. or 42 mile pay schedule for attained step, if the employee has signed FLSA 2080 hour commitment and will be compensated under FLSA 7(b)(2). Note: Salary may be higher than the guaranteed but never lower during the guaranteed period.
79	Nature of Action	3	Enter the appropriate 3-digit numerical code used to indicate type of action, e.g., 702 (Promotion). See Exhibit 611.322.

Exhibit 611.321 Element Entries for Form 50 (p.5)

Element Entries for Form 50

Asterisk (*) placed in first position of any field will change the field to blank

Element Number	Data Entry Name	Element Field Size	Element Entry Description
80	Nature of Action Description	35	Enter the title used to described the 3-digit Nature of Action Code, e.g.,(721) Reassignment. See Exhibit 611.322
81	Authority	15	Leave Blank - PDC generated.
82	Future Use	4	Leave Blank-held for future use.
83	Future Use	3	Leave Blank-held for future use.
84	Standard Remarks	3	Enter 3-digit numerical code for predefined standard remarks message.
85		3	
86		3	See Exhibits 611.329h. and 611.329i.
87	Unemployment Compensation Code	3	Enter Unemployment Compensation Code. See Exhibit 611.329j. *Note:* All separations must have a UC Code. This code represents USPS' reason for employee's separation. It may differ from the reason given by the employee.
88	Remarks(Free Form)		(1) Enter any variable remarks relating to Standard Remarks or Unemployment Compensation Prefix; code variable with remark code digits, e.g., 516 = 11/11/77; 601 = $1000 (2) Prefix Free Form Remarks with Code 888, e.g., 888 = Change to lower level made at employee's request. Note: The total number of words used to make up both the standard remarks and miscellaneous remarks must not exceed 7 lines of 76 characters per line including spaces.
89	Sequence No.	1	Do not enter; computer generated. Note: The first entry will always be the initial appointment. Succeeding numbers 6 through 1 refer to transactions in sequence.
90	Nature of Action Code	3	Do not enter; computer generated.
91	Nature of Action Description	19	Do not enter; computer generated.
92	Effective Date	6	Do not enter; computer generated.
93	Occupation Code	8	Enter 8 digit occupation code for position. Note: Bargaining employee's occupation code ends in XX. Refer to Handbook P-1 or P-4 for occupation code.

Exhibit 611.321 Element Entries for Form 50 (p.6)

Element Entries for Form 50

Asterisk (*) placed in first position of any field will change the field to blank

Element Number	Data Entry Name	Element Field Size	Element Entry Description
94	Occupation Code Title	25	Enter appropriate title of occupation code. Refer to Handbook P-1 or P-4 for occupation code title.
95	Rate Schedule Code	2	Enter appropriate rate schedule code. Note: If special salary code applies in conjunction with RSC code, enter RSC first, e.g., RSC - E = EAS, Special Code - L = Below Minimum. Enter in Element 95-EL See Exhibit 611.329k.
96	Level/step	4	Enter 2 digit numerical level and 2 digit numerical step if appropriate, e.g., level 05, step 06. Enter 00 for level on rural employees.
97	Salary	5	Enter Salary - This field must contain 5 digits; e.g., Annual - 17897, Hourly - 06750.
98	Emergency Telephone No.	10	Enter phone number if furnished by employee.
	Authorization Date		Postmaster or other authorized official must sign the processing copy of Form 50. Enter date transaction was prepared (Copy 2). Note: Copy 1 and 3 will carry date the action was processed by the PDC.
99	OPF Finance Number	6	Enter Finance Number where OPF is maintained.

Exhibit 611.321 Element Entries for Form 50 (p.7)

Nature of Actions

(Elements 79-80)

Code	Nature of Personnel Action	Reference
001	Cancellation	614.91
002	Correction	614.92
007	Correction CPDF	614.93
100	Career Appointment	612.2
110	Temporary Appointment NTE	612.3
113	Temporary Appointment NTE (Outside Register)	612.3
130	Transfer Career	612.4
140	Reinstatement Career	612.5
160	Reemployment Military Service	612.61
161	Reemployment EO or OPM Regulation	612.62
170	Excepted Appointment	612.7
171	Excepted Appointment NTE	612.7
190	Sub Rural Carrier from Register (Des. 72 & 73)	612.83
191	Emergency Sub Rural Carrier (Des. 74) Auxiliary Asst. Rural Carrier (Des. 78)	612.84
	Auxiliary Rural Carrier (Des. 77)	612.85
292	Return to Duty (RTD)	614.21
300	Retirement–Mandatory	613.2
301	Retirement–Disability	613.2
302	Retirement–Other	613.2
310	Resignation Charges Pending	613.3
311	Resignation Appt. in other Agency	613.3
312	Resignation Appt. in USPS	613.3
313	Resignation Military	613.3
317	Resignation All Other	613.3
320	Separation Trans. to Another Agency	613.4
321	Separation Appt. in Another Agency	613.4
323	Separation Military	613.4
324	Separation Declined Relocation	613.5
325	Separation Declined Assignment	613.5
326	Separation Disability	613.8
328	Termination During Probation (for Pre Appt. Conditions)	613.6
329	Termination During Probation (Not Covered by 328)	613.6
346	Removal (for Conditions Arising After Entance on Duty)	613.7
350	Death	613.7
352	Termination	613.9
460	LWOP (Exceeding 30 Calendar Days)	614.22
462	Leave with Pay Pending Retirement	614.23
500	Conversion to Career Appt. (From Register)	614.3
550	Conversion to Excepted Appointment	614.3
580	Conversion to Regular Rural Carrier	614.3
702	Promotion	614.41
705	Change to Full Time	614.42
713	Change to Lower Level	614.43
716	Change to PTF	614.44
721	Reassignment	614.45
760	Extension of Temp. Appt. NTE	614.46
770	Reappointment of Casual Appointment	614.46
780	Name Change	614.47
830	Suspension NTE	614.51
881	FEGLI Change	614.52
882	Change Service Dates (used to change elements 14,15,16,24,or 25 on form 50)	614.53
892	Merit Increase	614.54
894	Pay Adjustment	614.55
896	Quality Step Increase	614.56
900	Detail Termination	614.61
901	Detail	614.62
902	Change Position Title, Number, or RSC	614.63
903	Uniform Allow Certification or Disallowance	614.64
907	Change to Leave Earning Status	614.65
908	Change to Non-Leave Earning Status	614.66
911	Change in Limited Tour Hours	614.67
924	Reassignment Change to Lower Level (CAO)	614.7
925	Reassigment (CAO)	614.7
926	Reassignment Promotion (CAO)	614.7
927	Reassignment (PCES)	614.7
959	Dual Job Accession	614.81
960	Termination of Dual Position	614.83

Exhibit 611.322. Nature of Action Codes

Instructions for Computing Retirement and Leave Computation Dates

(Elements 14 and 16)

Form 144, *Statement of Prior Federal Civilian and Military Service,* is used for computing retirement and leave computation dates. See pages 2 and 3 of this exhibit for sample computations.

Part I, Form 144 is completed by employee.

Retirement Date Computation

Part II, Form 144: Computation of retirement date is completed by the appointing officer as follows:

a. Enter date of appointment and date of separation from official records.

b. Add 1 to the separation day because separation day is recorded as of close of business (COB).

c. Add all appointment dates (including entrance on duty date).

d. Add all separation dates.

e. Subtract total separation dates from total appointment dates. (When the days or months below are equal to or greater than the number above, borrow one month (30 days) or one year (12 months) from the month or year column.)

Note: If the subtraction gives an impossible date, such as February 30 or June 31, change it to the calendar date which reflects exactly the amount of prior service to the employee's credit. When you subtract one day from the first of the month or when you subtract one month from the last day of the month, the answer must be the last day of the preceding month.

Leave Date Computation

Part III, Form 144: Computation of leave date is completed by the appointing officer as follows:

a. Follow procedures indicated in Part II, a and b above.

b. Add all appointment dates, entrance on duty date and total appointment dates.

c. Add all separation dates.

d. Subtract total separation dates from total appointment dates.

Note: If an individual was employed as a casual or temporary with the U.S. Postal Service or the Post Office Department before January 1, 1977, that time is creditable toward assessment of the leave computation date. Time worked as a casual or temporary employee since January 1, 1977, is not creditable toward the leave computation date. However, it is creditable for retirement purposes.

Exhibit 611.329a. Computing Retirement and Leave Computation Dates (p. 1)

U. S. POSTAL SERVICE

STATEMENT OF PRIOR FEDERAL CIVILIAN AND MILITARY SERVICE

IMPORTANT: This form is used only to establish creditability of service, which otherwise would not be verified in the Official Personnel Folder, for retirement and leave purposes. The employee will complete Part I and the Personnel Office Parts II and III. Claimed Active Service in any branch of the Armed Forces including active duty as a reservist, must be verified by the appointing office. The employee must provide their DD-214 for this purpose. After review, the DD-214 will be returned to the employee. The appointing officer shall initial and date the spaces provided below, this will signify that the employee's claim for prior active military service was verified.

DD 214 VERIFIED		EMPLOYING OFFICE FINANCE NO.	EMPLOYEE SSN
BY RAR.	DATE 06/15/77	123456	111-22-3333

PART I - EMPLOYEE'S STATEMENT

1. NAME *(Last, First, Initial)* Doe, John H. ☑ MR. ☐ MS.

2. BIRTH DATE *(Mo., day, yr)* 01/10/37

3. LIST THE INFORMATION ABOUT ANY CLAIMED FEDERAL OR DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD WHICH HAS NOT YET BEEN VERIFIED. *(Do not include military service.)* IF ANY OF THIS SERVICE WAS CASUAL, OR TEMPORARY APPOINTMENTS, NOTE THIS UNDER "TYPE OF APPOINTMENT".

NAME AND LOCATION OF AGENCY	FROM			TO			TYPE OF APPOINTMENT *(If known)*
	YR	MO	DAY	YR	MO	DAY	
Treasury Dept.	58	12	15	59	07	08	
Dept. of Abriculture	60	01	15	63	05	09	
U.S. Postal Service	77	03	31	77	06	30	Casual

4. LIST PERIODS OF ANY CLAIMED ACTIVE SERVICE YOU HAVE HAD IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES, INCLUDING ACTIVE DUTY AS A RESERVIST. ALSO LIST MERCHANT MARINE SERVICE, IF IT INTERRUPTED SERVICE IN ITEM 3.

BRANCH	FROM			TO			DISCHARGE *(Hon. or Dishon.)*
	YR	MO	DAY	YR	MO	DAY	
U.S. Army	55	08	15	57	12	30	Honorable

5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OR MORE THAN 6 MONTHS ABSENCE WITHOUT PAY DURING ANY CALENDAR YEAR? *(If YES, List following information)*

TYPE *(If known)* *(L.W.O.P., Suspension, AWOL)*	FROM			TO			TOTAL		
	YR	MO	DAY	YR	MO	DAY	YEARS	MONTHS	DAYS

6. DO YOU CLAIM ANY TYPE OF THE FOLLOWING VETERAN PREFERENCE? *(If YES, check applicable box)*

☐ I CLAIM PREFERENCE AS THE SPOUSE OF A DISABLED VETERAN
☐ I CLAIM PREFERENCE AS THE MOTHER OF A DECEASED OR DISABLED VETERAN
☐ I CLAIM PREFERENCE AS THE UNMARRIED WIDOW/WIDOWER OF A VETERAN

PRIVACY ACT: The collection of information on this form is authorized by 39 USC Sections 401 and 1001; completion of this form is voluntary. This information will be used to determine qualifications, suitability, and availability of applicants for USPS employment, and may be disclosed to relevant Federal Agencies regarding eligibility and suitability for employment, to the Civil Service Commission when investigating an EEO complaint, law enforcement activities when there is an indication of a potential violation of law, in connection with private relief legislation (to Office of Management and Budget), to a congressional office at your request, to a labor organization as required by the NLRA, and where pertinent, in a legal proceeding to which the Postal Service is a party. If this information is not provided, you may not receive full consideration for a position.

PS Form 144
June 1978

Exhibit 611.329a. Computing Retirement & Leave Computation Dates (p. 2)

● **NO CASUAL OR TEMPORARY PERIOD OF EMPLOYMENT WITH THE POSTAL SERVICE OR ANY OTHER GOVERNMENT AGENCY IS CREDITABLE FOR LEAVE PURPOSES AFTER JANUARY 1, 1977. HOWEVER, IT IS CREDITABLE FOR RETIREMENT PURPOSES.**

PART II – DETERMINATION OF CREDITABLE SERVICE AND RETIREMENT COMPUTATION DATE

(For year below, show last two numbers, for months show numerical equivalent)

INSTRUCTIONS:
(a) Enter date of appointment and date of separation from official records.
(b) Add 1 to the separation day because separation day is recorded as of close of business. (COB)
(c) Add all appointment dates; (including entrance on duty date)
(d) Add all separation dates.
(e) Subtract total separation dates from total appointment dates.*

CREDITABLE SERVICE *(List only periods that are creditable for retirement purposes)*	APPOINTMENT DATE			SEPARATION DATE		
	YR	MO	DAY	YR	MO	DAY
U.S. Army	55	08	15	57	12	31 ~~30~~
Treasury Dept.	58	12	15	59	07	09 ~~08~~
Dept. of Agriculture	60	01	15	63	05	10 ~~09~~
U.S. Postal Service	77	03	31	77	06	~~30~~
ENTRANCE ON DUTY DATE (+)	77	07	01			31
TOTAL (a)	327	31	77	b 256	30	81
RETIREMENT COMPUTATION DATE 326 43 107 − ~~327~~ − ~~31~~ ~~77~~	70	12	26			
(a) – (b) − 256 −30 − 81 70 12 26						

PART III – DETERMINATION OF CREDITABLE SERVICE FOR LEAVE COMPUTATION DATE

(For year below, show only last two numbers, for monthes show numerical equivalent)

INSTRUCTIONS:
(a) Follow procedures indicated in "(a)" and "(b)" above.
(b) Add all appointment dates, entrance on duty date and total non-creditable service.
(c) Add all separation dates.
(d) Subtract total separation dates from total appointment dates.*

CREDITABLE SERVICE *(Leave Computation Date)*	APPOINTMENT DATE			SEPARATION DATE		
	YR	MO	DAY	YR	MO	DAY
U.S. Army	55	08	15	57	12	+~~30~~-31
Treasury Dept.	58	12	15	59	07	+~~08~~-09
Dept. of Agriculture	60	01	15	63	05	+~~09~~-10
U.S. Postal Service	77	03	31	77	06	+~~30~~-31
ENTRANCE ON DUTY DATE (+)	77	07	01			
TOTAL NONCREDITABLE SERVICE (+)	00	03	00			
TOTAL (a)	327	34	77	(b) 256	30	81
LEAVE COMPUTATION DATE 33 107 327 ~~34~~ ~~77~~	71	03	26			
(a) – (b) −256 −30 −81 71 3 26						

REMARKS

*When the days or the months below are equal to or greater than the number above, borrow one month (30 days) or one year (12 months) from the month or year column. When you subtract one day from the first of a month or when you subtract one month from the last day of the month, the answer must be the last day of the preceding month; Examples:

Examples: If a person with one month prior service entered on duty March 31, 1978, his service would be Feb. 28, 1978.
If a person with one day prior service entered on duty March 1 1978, his service date would be Feb. 28, 1978.

Exhibit 611.329a. Computing Retirement & Leave Computation Dates (p. 3)

Periodic Step Increase (PSI) Chart

(Element 18)

		Waiting Period											
Type Employee		**Steps:**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
PS	Bargaining RSC "P"	No. P/P:	26	22	22	22	22	22	17	17	13	13	12
R	RURAL RSC "R"	No. P/P:	26	22	22	22	22	22	17	17	13	13	12
N	PDC Bargaining RSC "N"	No. P/P:	26	26	26	26	26	26	26				
EAS	EAS Non-Bargaining RSC "E" Levels 1-16	No. P/P:	26	26	26	26	26	26	26	26			
EAS	EAS Non-Bargaining RSC "E" Levels 17-19	No. P/P:	26	26	26	26	26						
K	Headquarters, Operating Sys. Bargaining., RSC "K"	No. P/P:	26	22	22	22	22	22	17	17	13	13	12
H	R&D, Bargaining. RSC "H"	No. P/P:	26	26	26	26	26	26	26				
D	ADPC Bargaining. RSC "D"	No. P/P:	26	26	26	26	26	26	26				

Note: Quality Step Increase will not change the employee's Periodic Step Increase Date, unless it results in the waiting period being compressed.

Employees reinstated within 52 weeks of their separation must be given credit they have earned (prior to separation) since their last equivalent increase, but not to exceed 52 weeks toward their next step increase. If this credit results in an advancement to the next higher step, a new waiting period begins. By application of this rule, the maximum benefit allowable is the advancement of one step.

Exhibit 611.329b. Periodic Step Increases & Pay Period Dates (p. 1)

Pay Period Dates Chart

P/P	1977	1978	1979	1980	1981	1982	P/P
1	12/18-12/31	12/17-12/30	12/16-12/29	12/15-12/28	12/13-12/26	12/26- 1/8	1
2	1/1 - 1/14	12/31- 1/13	12/30- 1/12	12/29- 1/11	12/27- 1/9	1/9 -1/22	2
3	1/15- 1/28	1/14- 1/27	1/13- 1/26	1/12- 1/25	1/10- 1/23	1/23- 2/5	3
4	1/29- 2/11	1/28- 2/10	1/27- 2/9	1/26- 2/8	1/24- 2/6	2/6 - 2/19	4
5	2/12- 2/25	2/11- 2/24	2/10- 2/23	2/9 - 2/22	2/7 - 2/20	2/20- 3/5	5
6	2/26- 3/11	2/25- 3/10	2/24- 3/9	2/23- 3/7	2/21- 3/6	3/6 - 3/19	6
7	3/12- 3/25	3/11- 3/24	3/10- 3/23	3/8 - 3/21	3/7 - 3/20	3/20- 4/2	7
8	3/26- 4/8	3/25- 4/7	3/24- 4/6	3/22- 4/4	3/21- 4/3	4/3 - 4/16	8
9	4/9 - 4/22	4/8 - 4/21	4/7 - 4/20	4/5 - 4/18	4/4 - 4/17	4/17- 4/30	9
10	4/23- 5/6	4/22- 5/5	4/21- 5/4	4/19- 5/2	4/18- 5/1	5/1 -5/14	10
11	5/7 - 5/20	5/6 - 5/19	5/5 - 5/18	5/3 - 5/16	5/2 - 5/15	5/15- 5/28	11
12	5/21- 6/3	5/20- 6/2	5/19- 6/1	5/17- 5/30	5/16- 5/29	5/29- 6/11	12
13	6/4 - 6/17	6/3 - 6/16	6/2 - 6/15	5/31- 6/13	5/30- 6/12	6/12- 6/25	13
14	6/18- 7/1	6/17- 6/30	6/16- 6/29	6/14- 6/27	6/13- 6/26	6/26- 7/9	14
15	7/2 - 7/15	7/1 - 7/14	6/30- 7/13	6/28- 7/11	6/27- 7/10	7/10- 7/23	15
16	7/16- 7/29	7/15- 7/28	7/14- 7/27	7/12- 7/25	7/11- 7/24	7/24- 8/6	16
17	7/30- 8/12	7/29- 8/11	7/28- 8/10	7/26- 8/8	7/25- 8/7	8/7 - 8/20	17
18	8/13- 8/26	8/12- 8/25	8/11- 8/24	8/9 - 8/22	8/8 - 8/21	8/21- 9/3	18
19	8/27- 9/9	8/26- 9/8	8/25- 9/7	8/23- 9/5	8/22- 9/4	9/4 - 9/17	19
20	9/10- 9/23	9/9 - 9/22	9/8 - 9/21	9/6 - 9/19	9/5 - 9/18	9/18-10/1	20
21	9/24- 10/7	9/23-10/6	9/22-10/5	9/20-10/3	9/19-10/2	10/2 -10/15	21
22	10/8 -10/21	10/7 -10/20	10/6 -10/19	10/4 -10/17	10/3 -10/16	10/16-10/29	22
23	10/22-11/4	10/21-11/3	10/20-11/2	10/18-10/31	10/17-10/30	10/30-11/12	23
24	11/5 -11/18	11/4 -11/17	11/3 -11/16	11/1 -11/14	10/31-11/13	11/13-11/26	24
25	11/19-12/2	11/18-12/1	11/17-11/30	11/15-11/28	11/14-11/27	11/27-12/10	25
26	12/3 -12/16	12/2 -12/15	12/1 -12/14	11/29-12/12	11/28-12/11	12/11-12/24	26
27					12/12-12/25		27

Exhibit 611.329b. Periodic Step Increase of Pay Period Dates (p.2)

Pay Period Dates Chart—Cont'd

P/P	1983	1984	1985	1986	1987	1988	P/P
1	12/25- 1/7	12/24- 1/6	12/22- 1/04	12/21- 1/03	12/20- 1/02	12/19- 1/01	1
2	1/8 - 1/21	1/7 - 1/20	1/05- 1/18	1/04- 1/17	1/03- 1/16	1/02- 1/15	2
3	1/22- 2/4	1/21- 2/3	1/19- 2/01	1/18- 1/31	1/17- 1/30	1/16- 1/29	3
4	2/5 - 2/18	2/4 - 2/17	2/02- 2/15	2/01- 2/14	1/31- 2/13	1/30- 2/12	4
5	2/19- 3/4	2/18- 3/2	2/16- 3/01	2/15- 2/28	2/14- 2/27	2/13- 2/26	5
6	3/5 - 3/18	3/3 - 3/16	3/02- 3/15	3/01- 3/14	2/28- 3/13	2/27- 3/11	6
7	3/19- 4/1	3/17- 3/30	3/16- 3/29	3/15- 3/28	3/14- 3/27	3/12- 3/25	7
8	4/2 - 4/15	3/31- 4/13	3/30- 4/12	3/29- 4/11	3/28- 4/10	3/26- 4/08	8
9	4/16- 4/29	4/14- 4/27	4/13- 4/26	4/12- 4/25	4/11- 4/24	4/09- 4/22	9
10	4/30- 5/13	4/28- 5/11	4/27- 5/10	4/26- 5/09	4/25- 5/08	4/23- 5/06	10
11	5/14- 5/27	5/12- 5/25	5/11- 5/24	5/10- 5/23	5/09- 5/22	5/07- 5/20	11
12	5/28- 6/10	5/26- 6/8	5/25- 6/07	5/24- 6/06	5/23- 6/05	5/21- 6/03	12
13	6/11- 6/24	6/9 - 6/22	6/08- 6/21	6/07- 6/20	6/06- 6/19	6/04- 6/17	13
14	6/25- 7/8	6/23- 7/6	6/22- 7/05	6/21- 7/04	6/20- 7/03	6/18- 7/01	14
15	7/9 - 7/22	7/7 - 7/20	7/06- 7/19	7/05- 7/18	7/04- 7/17	7/02- 7/15	15
16	7/23- 8/5	7/21- 8/3	7/20- 8/02	7/19- 8/01	7/18- 7/31	7/16- 7/29	16
17	8/6 - 8/19	8/4 - 8/17	8/03- 8/16	8/02- 8/15	8/01- 8/14	7/30- 8/12	17
18	8/20- 9/2	8/18- 8/31	8/17- 8/30	8/16- 8/29	8/15- 8/28	8/13- 8/26	18
19	9/3 - 9/16	9/1 - 9/14	8/31- 9/13	8/30- 9/12	8/29- 9/11	8/27- 9/09	19
20	9/17- 9/30	9/15- 9/28	9/14- 9/27	9/13- 9/26	9/12- 9/25	9/10- 9/23	20
21	10/1 -10/14	9/29-10/12	9/28-10/11	9/27-10/10	9/26-10/09	9/24-10/07	21
22	10/15-10/28	10/13-10/26	10/12-10/25	10/11-10/24	10/10-10/23	10/08-10/21	22
23	10/29-11/11	10/27-11/9	10/26-11/08	10/25-11/07	10/24-11/06	10/22-11/04	23
24	11/12-11/25	11/10-11/23	11/09-11/22	11/08-11/21	11/07-11/20	11/05-11/18	24
25	11/26-12/9	11/24-12/7	11/23-12/06	11/22-12/05	11/21-12/04	11/19-12/02	25
26	12/10-12/23	12/8 -12/21	12/07-12/20	12/06-12/19	12/05-12/18	12/03-12/16	26
27							27

Exhibit 611.329b. Periodic Step Increase of Pay Period Dates (p.3)

Pay Period Dates Chart—Cont'd

P/P	1989	1990	1991	1992	1993	P/P
1	12/17-12/30	12/16-12/29	12/15-12/28	12/14-12/27	12/26- 1/08	1
2	12/31- 1/13	12/30- 1/12	12/29- 1/11	12/28- 1/10	1/09- 1/22	2
3	1/14- 1/27	1/13- 1/26	1/12- 1/25	1/11- 1/24	1/23- 2/05	3
4	1/28- 2/10	1/27- 2/09	1/26- 2/08	1/25- 2/07	2/06- 2/19	4
5	2/11- 2/24	2/10- 2/23	2/09- 2/22	2/08- 2/21	2/20- 3/05	5
6	2/25- 3/10	2/24- 3/09	2/23- 3/08	2/22- 3/06	3/06- 3/19	6
7	3/11- 3/24	3/10- 3/23	3/09- 3/22	3/07- 3/20	3/20- 4/02	7
8	3/25- 4/07	3/24- 4/06	3/23- 4/05	3/21- 4/03	4/03- 4/16	8
9	4/08- 4/21	4/07- 4/20	4/06- 4/19	4/04- 4/17	4/17- 4/30	9
10	4/22- 5/05	4/21- 5/04	4/20- 5/03	4/18- 5/01	5/01- 5/14	10
11	5/06- 5/19	5/05- 5/18	5/04- 5/17	5/02- 5/15	5/15- 5/28	11
12	5/20- 6/02	5/19- 6/01	5/18- 5/31	5/16- 5/29	5/29- 6/11	12
13	6/03- 6/16	6/02- 6/15	6/01- 6/14	5/30- 6/12	6/12- 6/25	13
14	6/17- 6/30	6/16- 6/29	6/15- 6/28	6/13- 6/26	6/26- 7/09	14
15	7/01- 7/14	6/30- 7/13	6/29- 7/12	6/27- 7/10	7/10- 7/23	15
16	7/15- 7/28	7/14- 7/27	7/13- 7/26	7/11- 7/26	7/24- 8/06	16
17	7/29- 8/11	7/28- 8/10	7/27- 8/09	7/25- 8/07	8/07- 8/20	17
18	8/12- 8/25	8/11- 8/24	8/10- 8/23	8/08- 8/21	8/21- 9/03	18
19	8/26- 9/08	8/25- 9/07	8/24- 9/06	8/22- 9/04	9/04- 9/17	19
20	9/09- 9/22	9/08- 9/21	9/07- 9/20	9/05- 9/18	9/18-10/01	20
21	9/23-10/06	9/22-10/05	9/21-10/04	9/19-10/02	10/02-10/15	21
22	10/07-10/20	10/06-10/19	10/05-10/18	10/03-10/16	10/16-10/29	22
23	10/21-11/03	10/20-11/02	10/19-11/01	10/17-10/30	10/30-11/12	23
24	11/04-11/17	11/03-11/16	11/02-11/15	10/31-11/13	11/13-11/26	24
25	11/18-12/01	11/17-11/30	11/16-11/29	11/14-11/27	11/27-12/10	25
26	12/02-12/15	12/01-12/14	11/30-12/13	11/28-12/11	12/11-12/24	26
27				12/12-12/25		27

Exhibit 611.329b. Periodic Step Increase of Pay Period Dates (p. 4)

Educational Level Codes

(Element 43)

Code Explanation

01 = Did not complete 8th grade.
02 = Completed 8th grade.
03 = Entered 9th grade, but did not complete high school.
04 = Completed high school.
05 = Completed high school and afterwards began additional job training program without completing.
06 = Completed high school and afterwards completed additional job training program.
07 = Entered college and completed less than 30 semester hours or 45 quarter hours.
08 = Entered college and completed from 30–59 semester hours or 45–89 quarter hours.
09 = Entered college and completed from 60–89 semester hours or 90–134 quarter hours.
10 = Received two year college associate degree.
11 = Entered college and completed from 90–119 semester hours or 135–179 quarter hours.
12 = Entered college and completed 120 or more semester hours or 180 quarter hours, but did not receive bachelor's degree.
13 = Received bachelor's degree.
14 = Received bachelor's degree and performed some academic work beyond, but no higher degree.
15 = Received professional degree in dentistry, law, medicine, theology, veterinary medicine, chiropody or podiatry, optometry, and osteopathy requiring at least six academic years of study.

Code Explanation

16 = Received professional degree as described above and performed some academic work beyond, but no higher degree.
17 = Received master's degree for Liberal Arts and Sciences after one or two academic years beyond the bachelor's degree or an advanced degree beyond the professional degree but below the Ph.D., e.g., the LL.M. in law, M.S., in surgery following the M.D.; M.S.D. Master of Science in dentistry; M.S.W., Master of Social Work.
18 = Received Master's Degree as described above and performed some academic work beyond, but no higher degree.
19 = Received sixth-year degree. For example, advanced certificate in education, certificate of advanced graduate study, Licentiate in Philosophy, Specialist in School Psychology.
20 = Received sixth-year degree as described above and performed some academic work beyond, but no higher degree.
21 = Received doctorate degree. Does not include doctor's degree covered under code 15.
22 = Received doctorate degree and performed some academic work beyond.

Exhibit 611.329c. Educational Level Academic Discipline Codes. (p.1)

Academic Discipline Codes

(Element 45)

Agriculture and Natural Resources

0101	Agriculture, general
0102	Agronomy (field crops and crop management)
0103	Soils science (management and conservation)
0104	Animal science (husbandry)
0105	Dairy science (husbandry)
0106	Poultry science
0107	Fish, game, and wildlife management
0108	Horticulture (fruit and vegetable production)
0109	Ornamental horticulture (floriculture, nursery science)
0110	Agriculture and farm management
0111	Agriculture economics
0112	Agriculture business
0113	Food science and technology
0114	Forestry
0115	Natural resources management
0116	Agriculture and forestry technologies (baccalaureate and higher programs)
0117	Range management
0199	Other, related

Architecture and Environmental Design

0201	Environmental design, general
0202	Architecture
0203	Interior design
0204	Landscape architecture
0205	Urban architecture
0206	City, community, and regional planning
0299	Other, related

Area Studies

0301	Asian studies, general
0302	East Asian studies
0303	South Asian (India, etc.) studies
0304	Southeast Asian studies
0305	African studies
0306	Islamic studies
0307	Russian and Slavic studies
0308	Latin American studies
0309	Middle Eastern studies
0310	European studies, general
0311	Eastern European studies
0312	West European studies
0313	American studies
0314	Pacific area studies
0399	Other, related

Biological Sciences

0401	Biology, general
0402	Botany, general
0403	Bacteriology
0404	Plant pathology
0405	Plant pharmacology
0406	Plant physiology
0407	Zoology, general
0408	Pathology, human and animal
0409	Pharmacology, human and animal
0410	Physiology, human and animal
0411	Microbiology
0412	Anatomy
0413	History
0414	Biochemistry
0415	Biophysics
0416	Molecular biology
0417	Cell biology (cytology, cell physiology)
0418	Marine biology
0419	Biometrics and biostatistics
0420	Ecology
0421	Entomology
0422	Genetics
0423	Radiobiology
0424	Nutrition, scientific (excludes nutrition in home economics and dietetics)
0425	Neurosciences
0426	Toxicology
0427	Embryology
0428	Wildlife biology
0429	Other related

Business and Management

0501	Business and commerce, general
0502	Accounting
0503	Business statistics
0504	Banking and finance
0505	Investments and securities
0506	Business management and administration
0507	Operations research
0508	Hotel and restaurant management
0509	Marketing and purchasing
0510	Transportation and public utilities
0511	Real estate
0512	Insurance
0513	International business
0514	Secretarial studies (baccalaureate and higher programs)
0515	Personnel management
0516	Labor and industrial relations
0517	Business economics
0599	Other, related

Communications

0601	Communications, general
0602	Journalism (printed media)
0603	Radio/television
0604	Advertising
0605	Communication media (use of videotape, film, etc. oriented specifically toward radio/television)
0699	Other, related

Computer and Information Sciences

0701	Computer and information science, general
0702	Information sciences and systems
0703	Data processing
0704	Computer programming
0799	Other, related

Education

0801	Education, general
0802	Elementary education, general
0803	Secondary education, general
0804	Junior high school education
0805	Higher education, general
0806	Junior and community college education
0807	Adult and continuing education
0808	Special education, general
0809	Administration of special education
0810	Education of the mentally retarded
0811	Education of the gifted
0812	Education of the deaf
0813	Education of the culturally disadvantaged
0814	Education of the visually handicapped

Exhibit 611.329c. Educational Level Academic Discipline Codes. (p.2)

0815	Special correction
0816	Education of the emotionally disturbed
0817	Remedial education
0818	Special learning disabilities
0819	Education of the physically handicapped
0820	Education of the multiple handicapped
0821	Social foundations (history and philosophy of education)
0822	Educational psychology (include learning theory)
0823	Pre-elementary education (kindergarten)
0824	Educational statistics and research
0825	Educational testing, evaluation and measurement
0826	Student personnel (counseling and guidance)
0827	Educational administration
0828	Educational supervision
0829	Curriculum and instruction
0830	Reading education (methodology and theory)
0831	Art education (methodology and theory)
0832	Music education (methodology and theory)
0833	Mathematics education (methodology and theory)
0834	Science education (methodology and theory)
0835	Physical education
0836	Driver and safety education
0837	Health education (include family life education)
0838	Business, commerce, and distributive education
0839	Industrial arts, vocational and technical education
0898	Vocational couseling
0899	Other, related

Engineering

0901	Engineering, general
0902	Aerospace, aeronautical and astronautical engineering
0903	Agricultural engineering
0904	Architectural engineering
0905	Bioengineering and biomedical engineering
0906	Chemical engineering (include petroleum refining)
0907	Petroleum engineering (exclude petroleum refining)
0908	Civil, construction, and transportation engineering
0909	Electrical, electronics, and communications engineering
0910	Mechanical engineering
0911	Geological engineering
0912	Geophysical engineering
0913	Industrial and management engineering
0914	Metallurgical engineering
0915	Materials engineering
0916	Ceramic engineering
0917	Textile engineering
0918	Mining and mineral engineering
0919	Engineering physics
0920	Nuclear engineering
0921	Engineering mechanics
0922	Environmental and sanitary engineering
0923	Naval architecture and marine engineering
0924	Ocean engineering
0925	Engineering technologies (baccalaureate and higher programs)
0999	Other, related

Fine and Applied Arts

1001	Fine arts, general
1002	Art (painting, drawing, sculpture)
1003	Art history and appreciation
1004	Music (performing, composition, theory)
1005	Music (liberal arts program)
1006	Music history and appreciation (musicology)
1007	Dramatic arts
1008	Dance
1009	Applied design (ceramics, weaving, textile design, fashion design, jewelry, metalsmithing, interior decoration, commercial art)
1010	Cinematography
1011	Photography
1099	Other, related

Foreign Languages

1101	Foreign languages, general (includes concentration on more than one foreign language without major emphasis on one language)
1102	French
1103	German
1104	Italian
1105	Spanish
1106	Russian
1107	Chinese
1108	Japanese
1109	Latin
1110	Greek, classical
1111	Hebrew
1112	Arabic
1113	Indian (Asiatic)
1114	Scandinavian languages
1115	Slavic languages (other than Russian)
1116	African languages (non-Semitic)
1199	Other, related

Health Professions

1201	Health professions, general
1202	Hospital and heath care administration
1203	Nursing (baccalaureate and higher programs)
1204	Dentistry, D.D.S. or D.M.D. degree
1205	Dental specialties (work beyond first-professional degree. D.D.S. or D.M.D.)
1206	Medicine, M.D.degree
1207	Medical specialties (work beyond pre-professional degree, M.D.)
1208	Occupational therapy
1209	Optometry
1210	Osteopathic medicine, D.O. degree
1211	Pharmacy
1212	Physical therapy
1213	Dental hygiene (baccalaureate and higher programs)
1214	Public health
1215	Medical record librarianship
1216	Podiatry (Pod.D. or D.P.) or podiatric medicine (D.P.M.)
1217	Biomedical communication
1218	Veterinary medicine (D.V.M. degree)
1219	Veterinary medicine specialities (work beyond first-professional degree D.V.M.)
1220	Speech pathology and audiology
1221	Chiropractic
1222	Clinical social work (medical and psychiatric and specialized rehabilitation services)
1223	Medical laboratory technologies (baccalaureate and higher programs)
1224	Dental technologies (baccalureate and higher programs)
1225	Radiologic technologies (baccalaureate and higher programs)
1299	Other, related

Exhibit 611.329c. Educational Level Academic Discipline Codes. (p.3)

	Home Economics
1301	Home economics, general
1302	Home decoration and home equipment
1303	Clothing and textiles
1304	Consumer economics and home management
1305	Family relations and child development
1306	Food and nutrition (include dietetics)
1307	Institutional management and cafeteria management
1399	Other, related
	Law
1401	Law, general
1499	Other, related
	Letters
1501	English, general
1502	Literature, English
1503	Comparative Literature
1504	Classics
1505	Linguistics (include phonetics, semantics, and philology)
1506	Speech, debate, and forensic sciences (rhetoric and address)
1507	Creative writing
1508	Teaching of English as a foreign language
1509	Philosophy
1510	Religious studies (exclude theological professions)
1599	Other, related
	Library Science
1601	Library science, general
1699	Other, related
	Mathematics
1701	Mathematics, general
1702	Statistics, mathematical and theoretical
1703	Applied mathemaics
1797	Actuarial science
1799	Other, related
	Military Science
1801	Military science (Army)
1802	Naval science (Navy, Marines)
1803	Aerospace science (Air Force)
1899	Other, related
	Physical Sciences
1901	Physical science, general
1902	Physics, general (exclude biophysics)
1903	Molecular physics
1904	Nuclear physics
1905	Chemistry, general (exclude bio-chemistry)
1906	Inorganic chemistry
1907	Organic chemistry
1908	Physical chemistry
1909	Analytical chemistry
1910	Pharmaceutical chemistry
1911	Astronomy
1912	Astrophysics
1913	Atmospheric science and meteorology
1914	Geology
1915	Geochemistry
1916	Geophysics and seismology
1917	Earth sciences, general
1918	Paleonotology
1919	Oceanography
1920	Metallurgy
1999	Other, related
	Psychology
2001	Psychology, general
2002	Experimental psychology (animal and human)
2003	Clinical psychology
2004	Psychology for counseling
2005	Social psychology
2006	Psychometrics
2007	Statistics in psychology
2008	Industrial psychology
2009	Developmental psychology
2010	Physiological psychology
2099	Other, related
	Public Affairs
2101	Community services, general
2102	Public administration
2103	Parks and recreation management
2104	Social work and helping services (other than clinical social work)
2105	Law enforcement and corrections (baccalaureate and higher programs)
2106	International public service (other than diplomatic service)
2198	Recreation
2199	Other, general
	Social Sciences
2201	Social sciences, general
2202	Anthropology
2203	Archaeology
2204	Economics
2205	History
2206	Geography
2207	Political science and government
2208	Sociology
2210	International relations
2211	Afro-American (black culture) studies
2212	American Indian cultural studies
2213	Mexican-American cultural studies
2214	Urban studies
2215	Demography
2299	Other, related
	Theology
2301	Theological professions, general
2302	Religious music
2303	Biblical languages
2304	Religious education
2399	Other, related
	Interdisciplinary Studies
4901	General liberal arts and sciences
4902	Biological and physical science
4903	Humanities and social sciences
4904	Engineering and other disciplines
4999	Other, related

Exhibit 611.329c. Educational Level Academic Discipline Codes. (p.4)

Labor Distribution Codes

(Element 64)

This exhibit is a general overview of Labor Distribution Codes (LDCs), reflecting the national format. All codes do not apply to all offices. Refer to the appropriate management instructions for the LDC codes to use for your particular office. Current MIs are: FM-920-79-8, FM-920-79-45, and FM-920-79-46.

LDC National Format

0 Postal Management

01 Postmaster or Installation Head
02 Quality Control
03 Engineering & Tech. Support
04 Inspection Service
05 Supervision
06 Clerical
07
08 Management Projects - Supervision
09 Management Projects - Craft

1 Mail Processing

11 Supervision - Direct
12 Supervision - Indirect
13 Clerks/Mailhandlers - Direct - Mech.
14 Clerks/Mailhandlers - Direct - Man.
15 Clerks/Mailhandlers - Indirect
16
17 Control and Logistics BMC
18 Vehicle Control BMC
19 Mail Processing Department

2 Delivery Service

21 Supervision
22 Carriers
23 Vehicle Operators
24 Special Delivery
25 Rural Carriers
26 Other Delivery
27 Mail Mark UP
28 Delivery Services Department

3 Vehicle Maintenance

31 Supervision
32 Craft
33 Office of Fleet Management

4 Customer Services

41 Supervision
42 Window Service
43 Distribution
44 Lockbox Distribution
45 C.S. Representatives
46 Postage Due & Serving Carriers
47 Administrative Hours
48 Miscellaneous C.S.

5 Administration and Finance

51 Supervision
52 Clerical
53 Rates and Classification Department
54 Finance Department
55 Management Information Systems Department
56 Payroll Systems Department
57 Procurement and Supply Department
58
59 Customer Services Department

6 Employee and Labor Relations

61 Supervision
62 Clerical
63 Training
64 Employee Relations Department
65 Labor Relations Department

7 Facilities & Maintenance

71 Supervision
72 Postal Operating Equipment
73 Building Systems Equipment
74 Cleaning Systems
75 Maintenance Administration and Control
76 Regional Real Estate and Buildings - Supervision
77 Regional Real Estate and Buildings - Clerical
78 Maintenance Management
79 Real Estate and Buildings Department

8 Headquarters General Management

81 Postmaster General DPMG & Staff
82 SAPMG Operations Group & Staff
83 SAPMG Finance Group & Staff
84 SAPMG Employee & Labor Relations Group & Staff
85 SAPMG Administration Group & Staff
86 SAPMG Research & Technology Group & Staff
87 Law Department
88 Government Relations Department
89 Public and Employee Communications Department

9 NWRS Control Code

99 Default Code

0-9 Subtotal - All Productive Hours

Management Projects

Grand Total - All Hours

Grand Total Overtime Hours
% Overtime Hours/All Hours

Exhibit 611.329d. Labor Distribution Codes

Designation/Activity Codes

(Element 65)

Designation Codes

Positions	Regular Work Force				Supplemental Work Force	
	Postmasters & Supervisors	Full-Time	Part-Time Regular Schedule	Part-Time Flexible Schedule	Casuals	Temporary
Postmaster	08					58
Officer-in-Charge	88					
Supervisors, other	09					
Medical Officers	09	19	39			
Nurse	09	19	39	49		
Clerk		11	31	41	61	
Mailhandler		12	32	42	62	
Carrier (city delivery or vehicle operator)		13	33	43	63	
Special Delivery Messenger		14		44	64	
Vehicle Service						
(Operator)	09	11	31	41	61	
(Maintenance)	05	15	35	45	65	
Maintenance Service (including telephone) operators)	06	16	36		66	
Bulk Mail	09	11,12				
Inspection Service						
Inspectors	08					
Auditors & Clerks		11				
HQ, Regions, PDCs, PST&DI		11		41		51
All nonbargaining positions with limited appointments						51

Special Investigators (including trainees)	89
Security Force	17
Regular Rural Carriers	71
Sub Rural Carrier - Vacant Route	72
Sub Rural Carrier (Leave Replacement)	73
Emergency Sub Rural Carrier-Nonpostal	74
Emergency Sub Rural Carrier-Postal	76
Auxiliary Rural Carrier	77
Auxiliary Assistant Rural Carrier-Nonpostal	78

Activity Codes

Code	Activity
0	Postmaster (Including Officer-In-Charge)
0	Supervisors and Technical Personnel
0	Clerk
0	Mailhandler
0	Special Delivery Messenger
0	Rural Carrier and Rural Auxiliary Assistant
0	Vehicle Service Clerks and Supervisors (Operators)
1	Bulk Mail Centers-General Manager and Administration
1	Vehicle Service Mechanic (Including Vehicle Maintenance Analyst)
2	Vehicle Service Garagemen (Including Jr. Mechanics)
3	Vehicle Service Clerks and Supervisors (Maintenance)
4	Carrier, City Delivery
5	Vehicle Service, Vehicle Operator
6	Maintenance Service, Building Services
7	Maintenance Service, Building and Plant
8	Maintenance Service, Postal Operating
9	Maintenance Service, Administrative Support
9	Regional Offices and Postal Data Centers
9	Office of Procurement (Field)
9	Inspection Service
9	Money Order Division
9	Headquarters and PST&DI
9	Officer-In-Charge, Temporary, Non-Postal

Exhibit 611.329e. Designation/Activity Codes.

Uniform Allowance Codes

(Element 69)

General Information

Uniform allowance is coded on Forms 50 A or B, only: (a) for positions listed in ELM 581.1, and (b) if the following criteria are met. Rural carriers and NTE appointees are not eligible for any uniform allowance.

Codes

U = Employee is appointed to a uniform position and is eligible to receive an allowance, 90 days after the effective date of the action. *Exception:* For separations and reappointment actions without a break in service, where employee remains in a uniform category, do not use Code U. Prepare Form 1346, *Uniform Allowance Code Sheet,* to transfer uniform account from losing office to gaining office. An employee who is changing to a uniform position and has at least 90 days of prior continuous service in a career appointment receives the uniform allowance immediately. NTE service is not creditable toward satisfying the 90-day requirement.

M = Used when changing designation/activity or occupation code, with same dollar allowance.

N = Employee appointed to city carrier or special delivery position, but not eligible to receive the allowance. Reasons, such as *part-time* or *less than 4 hours per day,* must be stated in element 88 on the Form 50-A or B.

S = Employee who is currently receiving a uniform allowances loses eligibility for any reason.

X = Establishes uniform allowance for any of the following reasons. Prepare Form 1346 in all cases. Complete the left half of the form except for anniversary date. To make changes to uniform allowance, complete the right half of the form from Region through employee name. Fill in anniversary date for terminated allowance only. Circle a card code for all changes.

(*1*) Employee is reinstated, reappointed or reassigned CAO to a uniform position and had prior service within the past 12 months in a uniform position. Date of reinstatement, reappointment, or reassignment must be shown under remarks on Form 1346.

(*2*) Employee is reinstated or reappointed to a uniform position and it is not known whether there was prior service within the past 12 months in a uniform position. Date of reinstatement or reappointment must be shown under remarks on Form 1346.

(*3*) Employee on the rolls is being reassigned to a uniform position but has less than 90 days of prior continuous service in a temporary, casual, or career appointment. Date of career appointment must be shown under remarks on Form 1346.

(*4*) Employee is being reassigned from another region to a uniform position. Date of reassignment should be shown under remarks on Form 1346.

(*5*) Employee is reassigned from one eligible category to another. Date of reassignment should be shown under remarks on Form 1346.

(*6*) All NOA 160 (Reemployment Military) actions when employee returns to a uniform position. Date of return from military duty must be shown under remarks on Form 1346.

(*7*) Employee is appointed, changed or certified to a position where the amount of uniform allowance does not conform with the designation code. Title of position should be shown under remarks on Form 1346. Position title and designation codes are:

Position Title	*Designation*
Clerk (serving as carrier)	11
Driving instructor	09
Examiner	11
Ramp clerk—AMF	11
Special transfer clerk—AMF	11
Doctors and medical officer	19 = full time
Doctors and medical officer	39 = part time
Nurses	19 = full time
Nurses	39 = part time regular
Nurses	49 = part time flexible
First aid attendant	11

Exhibit 611.329f. Uniform Allowance Codes

Rural Data FLSA Pay Type
(Element 76)

General Information

FLSA codes for relief substitutes are automatically determined, based on the assigned carrier's FLSA code. If assigned carrier's code is A, B, or N, the substitute's compensation is based on the evaluation or mileage, providing the sub does not work in excess of 40 hours. Subs working more than 40 hours per week are compensated, based on hours actually worked, at level 5, attained step.

Codes

A = Des. 71 and Des. 72 rural carriers did not agree to terminate the guarantee as required. Compensation under FLSA 7(a). Overtime paid in excess of 8 hours per day or 40 hours per week.

B = Identifies compensation under FLSA 7(b)2. Overtime paid for hours worked in excess of 12 per day, 56 per week, or 2080 per guarantee period.

L = Des. 72, Des. 73, and Des. 74 Substitute Rural Carrier only. Compensation under FLSA 7(a) for heavy duty routes with less than 35 hours service per week, and RCS non-heavy duty with fewer than 31 paid miles, where assigned carrier (Des. 71) has Code N.

N = Des. 71 Regular Rural Carrier only. Compensation under FLSA 7(a) for heavy duty routes with less than 35 hour service per week, and for RCS non-heavy duty with fewer than 31 paid miles.

P = Des. 77 Auxiliary Carriers and Des. 78 Auxiliary Assistants. Overtime paid for hours worked in excess of 40.

Exhibit 611.329g. Rural Data FLSA Pay Type

Quit Codes—Employee's Reason for Leaving

(Elements 84–86)

Quit Code	Reason
	Working Conditions
401	Too much night work
402	Too much weekend work
403	Too much overtime
404	Too much travel
405	Work schedule too erratic
406	Poor physical environment
407	Job location too far from home
408	Transportation inadequate
	Nature of Work
411	Insufficient challenge
412	Insufficient prestige
413	Skills not sufficiently utilized
414	Not enough recognition for accomplishments
415	Job not in line with career
416	Scheme difficulty
417	Work too hard physically
418	Don't like or not suited to kind of work
	Health or Physical Conditions
441	Personal illness
442	Physical disability (other than retirement)
443	Psychological or nervous disorder
444	Pregnancy
445	Alcoholism or drug addition
	Relationships on the Job
451	Don't get along with fellow workers
452	Don't get along with supervisor
453	Favoritism in assignments
454	Favoritism in promotions
455	Discrimination—race
456	Discrimination—sex
457	Discrimination—other

Quit Code	Reason
	Family Responsibilities
461	Getting married
462	Marriage
463	Children require fulltime attention
464	Illness in family
	Geographic Location
421	Moving to different area for personal reasons
422	Resignation—declined relocation
423	Resignation—declined reassignment
424	Resignation—declined regular rotation
	Economic Considerations
431	Pay rate too low
432	Not enough hours of work per week
433	Not enough fringe benefits
434	Not enough promotion opportunity
435	Lack of job security
436	Indebtedness/obtain retirement withholding
	Self Development
471	Further education
472	Broaden work experience
473	Opportunity for more on-the-job training
	Other
481	Resigned—adverse action pending
482	Resigned—charges pending
483	Resigned—in lieu of removal
484	Enter military service
485	Accept better job offer
486	Self employment
487	Extended travel
488	Other

611.329h. Quit Codes/Employee's Reason for Leaving

Standard Remark Codes

(Elements 84–86)

Code	Remark
501	Cancels Form 50 dated (date required).
502	Corrects Form 50 dated (date required).
503	Form 2591, SF 85 and 87 sent to Director CSC.
504	Employee to be paid for all accumulated leave to which entitled under existing law.
505	Employee failed to accompany activity/accept new assignment.
506	Payment to be made for all accumulated annual leave to which estate of deceased employee is entitled.
507	Returns to substitute of record coincident to appointment of regular rural carrier.
508	To serve vacant route pending appointment of regular rural carrier.
509	Employee entitled to 2 years salary protection following the effective date shown hereon unless entitlement to protection ceases at an earlier date.
510	Action based on approved Form 1762 (QSI).
511	This action does not change due date for advancement to the next higher step.
512	This action changes due date for advancement to next higher step.
513	The employee's daily assignment for the above position does not meet the eligible criteria for uniform allowance.
514	Rural carrier placed on approved leave without pay effective (date required).
515	Substitute rural carrier has served continuously on route since (date required).
516	Regular rural carrier returned to duty effective (date required).
517	Physical qualifications previously established. New medical certificate not required.
518	Services no longer required.
519	Less than 1 year break in service, NACI data submitted.
520	Action effected at employees request.
521	SF–8 issued (date required).
522	Last day in pay status (date required).
525	Selected from Postal Service register dated (date required).
526	All payroll deductions in effect to remain in effect.
527	All excess supervisors have been considered for this vacancy.
528	Senior qualified applicant.
529	Copy of SPD furnished employee.
530	Selected in accordance with procedures for initial level supervisor positions.
531	Selected in accordance with regulations governing filling of non-bargaining unit positions.
532	Employee has performed higher level service continuously since ________
535	Regular rural carrier has been on approved sick leave since (date required).
536	Regular rural carrier returned from extended sick leave (date required).
537	Employee entitled to retreat rights.
538	Saved grade/saved rate for indefinite period.
539	SF 1152 and SF 54 not on file.
540	SF 8, 56 and 2810 furnished employee.
541	Totally disabled for useful and efficient service in position.
542	USPS reasons for employee's separation differs from employee's reason(s).
543	Reemployed to former position in the same bargaining unit and craft.
544	Reemployed to a different position in the same bargaining craft.
545	Reemployed to a position in a different bargaining unit or craft, necessitated because of medical accommodation.
546	Reemployed to former or equivalent non-bargaining position.
547	Reemployed to a different nonbargaining position, necessitated because of medical accommodation.
548	The PDC will process any necessary salary and/or leave adjustment.
549	Reemployed from a bargaining position to a nonbargaining position.

611.329l. Standard Remark Codes

Unemployment Compensation Codes

(Enter in Element 87, for all separations)

UC Code	Definition
601	Retirement—Mandatory. Due to age. Estimated retirement annuity per month $________. (Inspection Service only.)
602	Retirement—Optional. Employee voluntarily retired to obtain retirement benefits. Eligible for optional retirement because of combination of age and service. Estimated retirement annuity per month $________.
603	Retirement—Optional. Employee voluntarily retired to seek employment in private industry. Eligible for optional retirement because of combination of age and service. Estimated retirement annuity per month $________.
604	Retirement—Optional. Employee voluntarily retired in lieu of separation because of declination to relocate with activity.
605	Retirement—Optional. Employee voluntarily retired in lieu of separation when position was abolished. Eligible for optional retirement because of combination of age and service. Estimated retirement annuity per month—$________.
606	Retirement—Optional. Employee voluntarily retired in lieu of reassignment when position was abolished. Eligible for optional retirement because of combination of age and service. Estimated retirement annuity per month—$________.
607	Retirement—Optional. Employee voluntarily retired to pursue self-employment. Eligible for optional retirement because of combination of age and service. Estimated retirement annuity per month—$________.
608	Retirement—Optional. Eligible for optional retirement because of combination of age and service. Estimated retirement annuity per month $________. (Write in reason employee gave.)
612	Retirement—Disability. Employee did formally initiate action to be considered for a permanent or temporary light duty assignment. Estimated retirement annuity per month $________. (Identify that part of the work the employee was not able to perform.)
613	Retirement—Disability. Employee did not formally request a permanent or temporary light duty assignment. Estimated retirement annuity per month $________. (Identify that part of the work the employee was not able to perform.)
614	Retirement—Discontinued Service in Lieu of Resignation. Employee involuntarily separated from the Postal Service (not for cause). Eligible for immediate retirement annuity because of combination of age and service. Estimated retirement per month $________. Identify reason(s) for involuntary separation.
615	Resignation—Voluntary. Employee voluntarily resigned to accept other Federal employment; no break in Federal Service.
616	Resignation—Voluntary. Employee voluntarily resigned; gave no reason for resignation—no other separation information available.
617	Resignation—Voluntary. Employee voluntarily resigned to continue education full-time.
618	Resignation—Voluntary. Employee voluntarily resigned for personal reasons, did not identify what personal reasons were. (No other separation information available.)
619	Resignation—Voluntary. Employee voluntarily resigned to accompany spouse to a new duty station.
620	Resignation—Voluntary. Employee resigned to enter active military duty. Upon honorable release from active service and upon compliance with other conditions prescribed for the exercise of reemployment rights, employee will be entitled to reemployment as provided by law and regulation in effect at the time of receipt of applications.
621	Resignation—Voluntary. Employee

Exhibit 611.329j. Unemployment Compensation Codes (p.1)

UC Code	Definition
	voluntarily resigned to enter employment in private industry.
622	Resignation—Voluntary. Employee voluntarily resigned to move to a different area for reasons of health. (Identify health reasons.)
623	Resignation—Voluntary. Employee voluntarily resigned based on alleged discrimination because of religion. Equal Employment Opportunity complaint procedures were available to employee.
624	Resignation—Voluntary. Employee voluntarily resigned based on alleged discrimination because of sex. Equal Employment Opportunity complaint procedures were available to employee.
625	Resignation—Voluntary. Employee voluntarily resigned based on alleged discrimination because of age. Equal Employment Opportunity complaint procedures were available to employee.
626	Resignation—Voluntary. Employee voluntarily resigned based on alleged discrimination because of race, color or national origin. Equal Employment Opportunity complaint procedures were available to employee.
627	Resignation—Voluntary. Employee voluntarily resigned because of alleged lack of job security.
628	Resignation—Voluntary. Employee voluntarily resigned because of insufficient promotional opportunity.
629	Resignation—Voluntary. Employee voluntarily resigned because of insufficient pay.
630	Resignation—Voluntary. Employee voluntarily resigned because of insufficient fringe benefits.
631	Resignation—Voluntary. Employee voluntarily resigned because of not enough recognition for accomplishments.
632	Resignation—Voluntary. Employee resigned because job was not in line with career plans.
633	Resignation—Voluntary. Employee resigned because skills were not sufficiently utilized.
634	Resignation—Voluntary. Employee voluntarily resigned because of illness in family.
635	Resignation—Voluntary. Employee voluntarily resigned because of marriage plans.
636	Resignation—Voluntary. Employee voluntarily resigned because employee felt work was too hard. Work conditions existed with acceptance of position.
637	Resignation—Voluntary. Employee voluntarily resigned because employee felt there was too much travel. This condition existed with acceptance of position.
638	Resignation—Voluntary. Employee voluntarily resigned because employee felt there was too much pressure.
639	Resignation—Voluntary. Employee voluntarily resigned because of dissatisfaction with work hours. This condition existed with acceptance of position.
640	Resignation—Voluntary. Employee voluntarily resigned because job location was too far from residence. (Identify number of miles.)
641	Resignation—Voluntary. Employee voluntarily resigned to be self-employed.
642	Resignation—Voluntary. Employee voluntarily resigned to begin farming full-time.
643	Resignation—Voluntary. Employee voluntarily resigned because of pregnancy; employer has no policy restricting pregnant employees from working.
644	Resignation—Voluntary. Employee voluntarily resigned because of household responsibilities.
645	Resignation—Voluntary. Employee voluntarily resigned—did not get along with fellow workers.
646	Resignation—Voluntary. Employee voluntarily resigned—did not get along with supervisor.
647	Resignation—Voluntary. Employee voluntarily resigned, gave family reasons for declining to accompany activity when it moved to a new organization or geographical location.
648	Resignation—Voluntary. Employee voluntarily resigned because of

Exhibit 611.329j. Unemployment Compensation Codes (p. 2)

UC Code	Definition
	failure to accept new assignment to (identify city and state).
649	Resignation—Voluntary. Employee voluntarily resigned while action pending to separate for (identify reason).
650	Resignation—Voluntary. Employee voluntarily resigned while charges were being prepared for (identify reason).
651	Resignation—Voluntary. Employee voluntarily resigned to accept position with U.S. Postal Service.
652	Resignation—Voluntary. Employee voluntarily resigned in order to relocate.
653	Resignation—Voluntary. Employee voluntarily resigned because (identify reason(s) the USPS believes to be the reason(s) the employee resigned.)
661	Separation—Employee transferred to another Federal agency; no break in Federal Service.
662	Separation—Military. Employee voluntarily separated to enter active military duty. Upon honorable release from active military duty and upon compliance with other conditions prescribed for the exercise of re-employment rights, employee will be entitled to re-employment as provided by law and regulations in effect at the time of receipt of application.
663	Separation—Employee was separated after declining to relocate with job activity (give reason).
664	Separation—Employee was separated after failing to accept a new work assignment. (Identify reason(s) why the employee did not accept a new assignment to (city and state).
668	Separation—Disability. Employee did not formally request a permanent or temporary light duty assignment. (Identify that part of the work the employee was not able to perform).
669	Separation—Disability. Employee did not formally initiate action to be considered for a permanent or temporary light duty assignment. (Identify that part of the work the employee was not able to perform.
670	Separation—Employee was separated during probationary period for pre-appointment condition. (Identify pre-appointment condition.)
671	Separation—Disqualification. Employee was separated during the probationary period for disqualification conditions. (Identify disqualifying conditions.)
672	Separation—Employee was separated after probationary period for pre-appointment conditions. (Identify pre-appointment conditions.)
673	Separation—Abandonment of Position. Employee was separated for abandoning position during working hours. (Identify the conditions under which the abandonment occurred.)
674	Separation—Inefficiency. Employee was separated for unsatisfactory performance of duties. (Identify specific details of unsatisfactory performance.)
675	Separation—Insubordination. Employee was separated for refusing to perform assigned duties.
676	Separation—Excessive Absence Without Cause. Employee was separated for *absence without leave* without reason or justification. (Identify specific dates of absence and number of hours lost.)
677	Separation—Employee was separated for threatening or endangering the physical well-being of a fellow employee.
678	Separation—Employee was separated because of being charged with commission of a felony. (Identify felony.)
679	Separation—Death.
680	Separation—Employee was separated for (identify reason(s)).
681	Termination—Expiration of Appointment. (Give a brief statement of the reason(s) for termination.) If applicable, show: *No other job offered,* or *Refused extension of appointment,* and any reason(s) for refusal. If employee gave no reason, so state. *Note:* Code 681 applies to voluntary and involuntary separations
682	Resignation—Employee Resigned for (Identify Reason(s)).

Exhibit 611.329j. Unemployment Compensation Codes (p. 3)

Rate Schedule Codes and Special Salary Codes

(Elements 27 & 95)

Rate Schedule Codes

Code	Employees Covered
B	Rural auxiliary employees, grades 3 and 5
D	Automatic Data Processing Center employees, grades 8 through 17, 19, and 21.
E	EAS (Executive Administrative Schedule), nonbargaining, grades 1 through 30.
F	EAS Postmaster Schedule, grades A through E (51 through 55).
G	Bargaining nurses.
H	Bargaining employees, grades 1 through 25, Research and Development (Rockville only).
K	Bargaining emloyees, USPS HQ and Rockville support services employees, grades 1 through 9
N	PDC employees, bargaining, grades 6 through 22.
P	PS (Postal Service Schedule). craft employees, grades 1 through 11,bargaining (includes Tool & Die Shop employees, grades 4 and 6 through 9).
R	Rural carrier employees, no grades, paid by route evaluation, bargaining.
S	PCES.
V	Expert consultants, WAE (when actually employed).
W	Data Automation Division, WASC.

Special Salary Codes

Code

A = Incumbent. RSC + level do not agree with RSC and level associated with occupation code. Salary will be computed based on RSC + level in employee record.

B = Pending CAG change. If CAG K, salary will be computed using rules for CAG L. If CAG L, salary will be computed using rules for CAG K.

L = Below minimum. Employee has salary rate below minimum of the level within the RSC.

R = Reemployed annuitant. Employee salary will be reduced by amount of annuity. Annuity is an annual amount; therefore, annual amount must be determined before computing hourly rate for substitutes.

T = Tool & Die Maker, Headquarters.

V = St. Louis MVS employees.

Exhibit 611.329k. Rate Schedule and Special Salary Codes.

620 Personnel Records and Files

621 Official Personnel Folder

621.1 Responsibility for Maintenance and Disposition

No employees may be the official custodian of their own Official Personnel Folders (OPF). Except when alternate arrangements have been authorized by higher authority, custody of OPFs must be maintained as follows:

Responsible Office	*Employees Covered*
Employee Relations Dept., Headquarters Personnel Division	Regional Postmasters General Postal Data Center Directors Automatic Data Processing Center Managers National Information Systems Development Center Director (Raleigh, NC) Supply Center Managers Mail Equipment Shop Managers Technical Center Field Director (Norman, OK) Management Academy Field Director (Potomac, MD) NTAC employees Headquarters employees (including Inspection Service administrative personnel on Headquarters rolls) The OPFs for the following Headquarters employees are maintained at their respective sites: OT&D employees (Bethesda, MD) OT&D employees (Norman, OK) Philatelic Sales Division (Kansas City, MO and Merrifield, VA are maintained at Merrifield) International Accts Center (New York, NY)
Engineering & Technical Support Dept., Hdqrs. Field Director, MTSC	Maintenance Technical Support Center (Norman, OK)
Information Resource Management, Hdqrs. Director, NISD Ctr.	National Information Systems Development Center (Raleigh, NC)
Headquarters, Inspection Service	Special Investigations Division employees Regional Chief Postal Inspectors Headquarters Security Force employees Headquarters Crime Lab All Inspectors on Headquarters rolls
Regional Headquarters	District Managers District Office employees Regional Headquarters employees
Regional Chief Postal Inspectors	All Inspection Service Field personnel except those listed under Headquarters Inspection Service and Security Force employees
District Offices Management	Sectional Center Managers Bulk Mail Center Managers
Inspection Service Division Offices	Security Force employees
Management Sectional Centers	Postmasters of all associate offices Employees of the MSC Post Office
Supply Centers	Mail Bag Depositories and Repair Centers Managers Supply Center employees (Eastern Area) Stamped Envelope Agency Manager and Employees
Post Offices	All employees under their jurisdiction
Bulk Mail Centers	All employees under their jurisdiction
Mail Bag Depositories and Repair Centers	All employees under their jurisdiction
Postal Data and ADP Centers	All employees under their jurisdiction
Other Postal Service Field Installations	All employees under their jurisdiction

621.2 Privacy and Information Release

.21 Privacy Act. Officials of the Postal Service having custody of or access to official personnel folders are responsible for compliance with regulations of the Privacy Act concerning the collection, use, disclosure and safeguarding of information pertaining to employees. Custodians are also responsible (a) for permitting employees or former employees to gain access to and to correct or amend records containing such information and (b) for keeping an accounting of all disclosures made. These responsibilities apply to *all* records maintained in the OPF. ELM 313 and ASM 353 provide instructions relating to Privacy Act compliance.

.22 Freedom of Information Act. The records in the Official Personnel Folder are exempt from mandatory *public* disclosure under the Freedom of Information Act, if such disclosure would constitute a clearly unwarranted invasion of personal privacy. However, the name, salary, job title, grade, duty status, and dates of postal employment of any individual current or former employee may be disclosed to any person. (See ELM 313.55 and ASM 352 for denial of requests under the Freedom of Information Act.)

621.3 Establishing OPFs

.31 General. An OPF is maintained for each employee, regardless of appointment type or duration. The OPF contains documents reflecting or having a bearing on the official status, salary, benefits, and service or work performance of the employee and those with significance in the employee's career history. Separate files must be established for investigative reports, restricted medical records and reports, occupational injury and illness compensation claims, merit evaluation forms, and for certain disciplinary records. (Information on the maintenance of these separate files is in ELM 314.) The retention of such case files must comply with established records retention schedules. (See ASM 351). Photographs will not be placed in an employee's OPF.

.32 New Employees with No Previous Federal Civilian or Postal Service. To establish the OPF, use PS 66, *Official Personnel Folder,* and prepare the tab insert with the following three items of identifying information: The employee's name (last name first), date of birth (by month, day and year) and social security number (typed under and in line with the employee's last name).

Example: Doe, John A. 06-15-59
SSN 123-45-6789

.33 Former Federal or Postal Employees

.331 Obtaining the OPF. Obtain Official Personnel Folders for employees who are moving from employment in another Federal agency or postal installation and for employees with prior Federal or postal service as follows:

a. If in service within the past 90 days, request the folder directly from the employee's last agency or postal installation by letter. Before the OPF is received, SF 75, *Request for Preliminary Employment Data,* is used to obtain information necessary to complete the Form 50. Normally the losing agency retains the OPF until the gaining postal installation provides a copy of the accession Form 50. At that time, the separation Form 50 is cut, ensuring no break in service, and the OPF is forwarded to the gaining postal installation.

b. If employee is out of Federal or postal service longer than 90 days, request the folder from the National Personnel Records Center (Civilian), General Services Administration, 111 Winnebago Street, St. Louis, MO 63118-4199. Submit request in duplicate on SF 127, *Request for Official Personnel Folder (Separated Employee).* Specify agency and dates of previous employment. For former employees of the FBI, CIA, and District of Columbia, request a transcript of service and leave balance by writing to the following addresses:

FBI . . . . . Director, Federal Bureau of Investigation
Washington, D.C. 20535-0001
CIA . . . . . Director of Personnel
Central Intelligence Agency
Washington, D.C. 20505-0001
D.C. . . . . Director of Personnel
District of Columbia
499 Pennsylvania Avenue, N.W.
Washington, D.C. 20001-2112

.332 Purging the OPF. Only permanent records as defined in 621.42 may be maintained in the OPF. Upon receipt, the OPF must always be thoroughly inspected to ensure that certain types of records are not present. If such records are present, they must be purged as follows:

a. Medical Records. Remove records and place in a folder labeled with the employee's name, social security number, and date of birth. The folder should then be placed in a double envelope with the inner envelope marked RESTRICTED—MEDICAL, and forwarded to the appropriate USPS Medical Officer or Health Unit.

b. Investigative Records.

(*1*) Postal Service records—refer to ELM 314.26 for disposition.

(*2*) Non-Postal Service records—remove and forward, as appropriate, either to the Office of Personnel Management, Compliance and Investigations Group, P.O. Box 886, Washington, D.C. 20044-0086, or to the agency of origin (e.g., FBI, CIA, Department of Defense.)

c. Pre-employment References and Background Checks. Remove and forward to the agency of origin.

d. Testing and Examining Material (such as answer sheets and test booklets)

(*1*) Postal Service material—scheme examination material less than 2 years old should be sent to the local PEDC. If there is no local PEDC, the scheme test material should be retained locally, separately from the OPF, for 2 years.

(*2*) Preemployment Postal Service test material 5 or more years old may be destroyed. Material less than 5 years old should be removed and forwarded to the APMG, Employee Relations Department.

(*3*) Non-Postal Service material—remove and forward to the Test Security Officer, Recruitment/Agency Services Branch, OPM.

e. DD–214. Remove and replace with PS Form 144, (June 1978 or later version). Original Forms DD–214 or the original of another similar military service record must be returned to the individual. Copies should be destroyed by shredding or burning.

f. All other records not defined in 621.42. (Postal Service forms and *Federal equivalents*). Remove and return to the individual.

621.4 Organization and Contents of Folder

.41 General. Official personnel documents are filed as either permanent records or temporary records.

.42 Permanent Records

.421 Description. Permanent records are (a) those with lasting importance affecting the employee's status, salary, benefits, or service, (b) those with significance in the employee's career history, and (c) those pertaining to the disclosure of records from the OPF. Permanent Records are filed on the right side of the OPF, generally in chronological order by effective date, with the latest record on top. Permanent records related to a particular personnel action are filed immediately below the Form 50 covering that action. The records listed in 621.422-.423

(or their equivalents) are considered to have permanent value.

.422 Examples

a. The following forms are considered permanent documents and should be filed on the right side of the OPF:

(*1*) CA 1, *Federal Employee's Notice of Traumatic Injury & Claim for Continuation of Pay/Compensation.* Only if not submitted to OWCP, Labor Department, for compensation. If compensation is claimed, these forms go to the Injury Compensation Control Officer (see ELM 314.4).

(*2*) CA 2, *Federal Employee's Notice of Occupational Disease & Claim for Compensation.* Handle the same as a CA 1.

(*3*) SF 15, *Claim for 10 Point Veteran Preference.*

(*4*) BRI 46-36A, *Memo to NPRC Requesting Verification of Previous Service.*

(*5*) BRI 46-48, *Disability Retirement Application Approval.*

(*6*) Form 50, *Notification of Personnel Action.* The Form 50 (Nov. 1977 and later editions) processing copy and the OPF copy, with carbon paper between, are placed on the right side of the OPF. The processing copy is used to initiate the next personnel action, with the carbon providing a record on the OPF copy of the action requested. (The use of the carbon is optional for offices maintaining a copy file as provided in 621.52.) The processing copy is not a permanent OPF document and should be removed as sequential Form 50s are added. After being used to enter the personnel action at the ELRIC, the used processing copy is held for 30 days, then destroyed.

(*7*) SF 57 and 60, *Application for Government Employment* (and supporting documents resulting in a Form 50).

(*8*) Form 61, *Appointment Affidavit.*

(*9*) Form 62, *Appointment Affidavit.*

(*10*) SF 78, *CSC Certificate of Medical Examination* (Page 2 only). (Page 1 goes to employee's medical folder.)

(*11*) Form 85, *Nonsensitive Security Clearance.* The signed carbon copy is placed in the OPF when submitted. It is replaced with the original when the original is returned with notation indicating that investigative requirements have been met.

(*12*) SF 85A, *National Agency Check-Data for Nonsensitive or Noncritical-Sensitive Position.* This form is handled the same as Form 85.

(*13*) SF 86, *Security Investigation Data for Sensitive Position.* This form is handled the same way as SF 85A.

(*14*) CA 102A, *Official Supervisor's Notice of Compensation Payment.*

(*15*) SF 127, *Request for Official Personnel Folder.*

(*16*) SF 144, *Statement of Prior Federal Civilian & Military Service.* Do not retain or file copies of an employee's military DD-214, *Report of Separation from Active Duty* or similar document; create a Form 144 in its place. Return the DD-214 to the employee.

(*17*) SF 171, *Application for Federal Employment.*

(*18*) SF 178, *Specific Travel Order—Relocation.*

(*19*) Form 222, *Statement for Postmasters and Officers-In-Charge.*

(*20*) Form 337, *Clearance Record for Separated Employee.*

(*21*) OPM 813 and CSC 813, *Verification of Military Retiree's Service in Non-Wartime Campaigns & Expeditions.*

(*22*) Form 991, *Personal History Summary.* File as a permanent document only when supporting a Form 50.

(*23*) SF 1152, *Designation of Beneficiary—Unpaid Compensation.* When changed or updated by the employee, the SF 1152 being replaced is removed from the OPF and either returned to the employee or destroyed.

(*24*) Form 1303, *Salary Change Notice.*

(*25*) Form 1590, *Supplies and Equipment Receipt.*

(*26*) Form 1727, *Award Recommendation/Authorization.*

(*27*) Form 1782, *Training Request, Authorization, and Record.*

(*28*) Form 2066, *Updated Personnel Security Questionnaire.*

(*29*) Form 2246, *Terminal Leave Worksheet.* This is provided by the PDC. The form should be filed in the OPF before transferring it to the NPRC upon separation of an employee.

(*30*) Form 2485, *Certificate of Medical Examination.* Part 1 only (Oct. 1979 and July 1980 editions), or pages 1 and 3 only of all previous editions. Other pages of the Form 2485 are considered to be restricted medical records and must always be filed at the medical facility. No copies may be maintained by the installation.

(*31*) Form 2548, *Individual Training Record.*

(*32*) Form 2577, *Estimate of Potential.* When supporting a Form 50.

(*33*) Form 2591, *Application of Employment.* When supporting a Form 50.

(*34*) SF 2809, *Health Benefits Registration Form.* All forms current and previous are retained for retirement records.

(*35*) SF 2810, *Notice of Change in Health Benefits Enrollment.* All forms current and previous are retained for retirement records.

(*36*) SF 2815, *Employee Service Statement.* (From other agency with service time.)

(*37*) SF 2817, *Life Insurance Election.* (This form replaces SF 176, *Election, Declination, or Waiver of Life Insurance Coverage.)* Retain prior and current copies in the OPF.

(*38*) SF 2821, *Agency Certification of Insurance Status.* (This form replaces SF 56, same title.)

(*39*) SF 2822, *Request for Insurance*. (This form replaces SF 51.)

(*40*) SF 2823, *Designation of Beneficiary—FEGLI*. When changed or updated by the employee, the SF 2823 being replaced is removed from the OPF and offered to the employee or destroyed. (This form replaces SF 54.)

(*41*) Form 4003, *Official Rural Route Description*.

(*42*) Form 6100-A, *OPF Disclosure Accounting Form*.

(*43*) Evidence of date of birth.

(*44*) Records and documents provided by National Personnel Records Center.

(*45*) Verification of selection from USPS or CSC/OPM register of eligibles. No alphabetical or numerical register card is authorized to be in the OPF. This includes POD Form 2465 and Forms 2465 A-C. See 535.2 for the distribution of Forms 2465 A-C. All previous POD Forms 2465 (prior to the PASS Profile Assessment System) may be returned to the employee. *NOTE:* Verification of selection is indicated by a free form remark entered in element 88 of the Form 50 processing copy, identifying the appointment worksheet.

(*46*) Any form or document previously filed as a permanent record in the OPF by another Federal agency or any form or document pertaining to an employee's previous Federal service that is generally considered to be a permanent type of record. See 621.332 for precautions.

(*47*) Disciplinary records supporting completed disciplinary actions that result in issuance of a Form 50. The documents specifying the disciplinary action, limited to the Notice of Discipline or Letter of Charges and Notice of Decision, are filed immediately behind the Form 50. Note that:

(*a*) If the disciplinary action is based on an Investigative Memorandum from the Inspection Service, note the case number in the remarks section of the Form 50, but do not file the Investigative Memorandum in the OPF. See ELM 314.2 for information on handling Investigative Memoranda.

(*b*) If the disciplinary action is appealed and not sustained, or is reduced to an action which would not have required a Form 50, all supporting disciplinary records are removed from the OPF and returned to the supervisor's personnel files. See ELM 314.5 on maintenance of disciplinary records in these files.

(*48*) Accounting records of disclosures of OPF records or information to requestors outside the employing agency, including any employee authorization to disclose. (Includes Form 6100-A.)

(*49*) Election to continue and pay the full cost of life insurance coverage, health benefits plan enrollment, or retirement credit while on approved LWOP to serve in an employee organization.

(*50*) Court orders affecting employee's status or pay. (This does not include garnishment records which should be maintained in a separate file).

(*51*) Official letters of commendation or appreciation.

(*52*) Honorary awards or citations (relating to Postal or government service).

(*53*) Permanent light duty assignment, i.e., letters requesting assignment.

(*54*) Records of completed training.

(*55*) QSI, incentive awards, or special achievement awards.

(*56*) Suggestion awards.

(*57*) Court-ordered transcript in cases of separation for legal incompetence.

(*58*) Death Notice and related papers (i.e., copy of Certificate of Death; Form FE-6, *Claim for Death Benefits;* SF 2800, *Application of Death Benefits;* and SF 1153, *Claim for Unpaid Compensation of Deceased Civilian Employee)*.

(*59*) Resignation from Postal Service or supervisor's notice, if oral resignation.

(*60*) Retirement-related official correspondence.

(*61*) Correspondence from the employee requesting reassignment or change to a lower level if it supports a Form 50. Correspondence should be filed directly behind the Form 50.

(*62*) All applications for employment which support a Form 50. This includes SF 57, SF 60, SF 124 *(Application for Postmaster or Rural Carrier)*, SF 171, SF 173, Form 991, POD 1067 *(Application for Appointment as Postmaster)*, Form 2591 and supplementary documents including SF 58, SF 172, and POD 1085.

(*63*) COLA roll-in statement.

(*64*) Statement of disagreement with denial of Privacy Act request to amend OPF record. Employee's statement (and management's rebuttal statement, if any) is filed in the OPF under the subject record with a retention period the same as the record.

(*65*) Memo waiving physical requirements when making appointment. Reference P-11, 326.2.

(*66*) Mass Transfer Lists. (If a document is filed in an employee's OPF listing the names and Social Security Numbers of other employees, the document must be altered to eliminate the SSNs.)

.43 Temporary Records

.431 Description. Temporary records are employee records that are not specified as permanent. They are to be destroyed after 2 years, or upon separation or transfer, whichever is sooner.

.432 If another Federal agency asks to review an employee's OPF for any purpose, all temporary documents should be removed before the agency's review and replaced when the OPF is returned.

.433 Examples

a. The following records are considered temporary and are filed chronologically on the left side of the OPF, with the most current record on top:

(*1*) SF 52, *Request for Personnel Action.*

(*2*) Form 1322, *Performance of Higher Level Duty.*

(*3*) Form 1723, *Assignment Order.*

(*4*) Form 1750, *Employee Probationary Period Evaluation Report.*

(*5*) Form 2030, *Postal Examiner Report of Installation.*

(*6*) Form 2444, *Agreement to Remain in Postal Service* (or other Continued Service Agreement formats).

(*7*) SF 2803, *Application to Make Deposit or Redeposit.* Keep only a copy of the most current form.

(*8*) Form 3074, *Request for Waiver of Claim for Erroneous Payment of Pay.*

(*9*) Form 3989, *Examination Statement.*

(*10*) Correspondence relating to assignments and inquiries from or about an employee.

(*11*) Customer letters of commendation.

(*12*) Military orders (copies of)—periods of actual duty while on military leave.

(*13*) Correspondence concerning arrangements for return from leave or assignments.

(*14*) Disapproved application for reassignment or change to lower level.

(*15*) Letters to an employee placing him/her on restricted sick leave use.

(*16*) At employee's request, a reasonable number of records which reflect recent work history or performance. This includes Forms 991, 2577, and 2591.

(*17*) Letter of Warning—up to 2 years or longer if additional or more recent disciplinary action has been taken.

621.5 Filing Folders

.51 Category of Files. File the OPFs alphabetically, as follows:

a. Active File. One folder for each employee currently on the rolls.

b. Pending File. One folder for each employee for whom the processing copy of Form 50 has been submitted to the ELRIC.

c. Inactive File. One folder for each separated employee, except those reassigned or transferred to another office or agency. (See 621.7 for disposition of inactive folders.)

.52 Request for Action. When the responsible MSC forwards the Form 50 A or B to the ELRIC for processing, the employee's folder is maintained in the pending file. Where necessary, the MSC maintains either a chronological log or a copy file of the pending Forms 50.

.53 Verification of Forms 50. When the Form 50 is received from the ELRIC, the responsible MSC or office (a) verifies it and places it in the OPF and (b) returns the OPF to the active file. MSCs maintaining a log or copy file remove the actions received, and review for delayed or missing actions.

621.6 Security and Official Use of OPFs

.61 Need for Security. The OPF is the basic source of official data on the employee. Many of the documents are unique and cannot be replaced. The integrity of the OPF is essential to postal officials in discharging their responsibilities. Employees depend on the completeness of these records for assurance of their rights and benefits. Also, the records contain information which, if improperly disclosed, could cause substantial harm, embarrassment, or unfairness to the employee. Therefore it is a major responsibility of the custodian to ensure adequate control over access and use of OPFs.

.62 Safeguarding Information. ELM 313.2 and 313.3 provide information on custodians' responsibilities for safeguarding personnel records, and on penalties provided by the Privacy Act for unauthorized collection or disclosure of information about an individual.

.63 Guarding Against Loss and Unauthorized Disclosure. Take the following precautions against loss and unauthorized disclosure of the folders:

a. Remove OPFs from the file for official use only.

b. All officials requesting access to an employee's OPF must (orally) affirm that the folder is being requested in performance of an official duty. It is important that the disclosing personnel officer solicit this (oral) affirmation, if not volunteered, so that the accountability for the disclosure is properly shifted to the requesting official. The personnel officer does not need to know the exact official duty involved.

c. When an OPF is taken from the file, insert a charge-out card, showing the employee's name and assignment, the date taken, and the name of the person using the OPF.

d. See that OPFs are returned to the file as promptly as possible. Folders must not be exposed to the curiosity or tampering by unauthorized persons.

e. If it is necessary to lend an OPF temporarily to another officer or agency, obtain a receipt from the person who takes the folder, or send it by registered mail and insert a charge-out card in the file.

.64 Missing Records. If a check of OPF contents shows that essential papers are missing, take immediate steps to obtain them.

.65 Marking Records. The permanent contents of the OPF must not contain any markings or notations other than those on the original document as received for filing, and official stamped markings highlighting the necessity for restricted disclosure. Exceptions must be authorized by the Regional Director, E&LR, or the USPS Records Officer. Use of underscoring or checkmarks to accentuate certain portions of documents is prohibited.

.66 Access to OPFs

.661 Official Uses. Postal officials and personnel office employees who require personnel information in the performance of postal duties may be given access to OPFs. No Privacy Act accounting is required for such disclosures.

.662 Employee Review. Individuals may review and have copies made of any information contained in their own OPF, provided the review is conducted in the presence of an official or employee who has custody of the folder. Records are made available for inspection and copying during normal business hours at the facility where the records are to be reviewed. Employees who want to review or copy records pertaining to themselves must do so on their own time, except as provided for in current collective bargaining agreements. ELM 313.61 lists information to which an employee is *not* entitled access. However, *none of the listed records or items of information should ever be kept in the OPF.* For further instructions on requests by employees regarding information pertaining to themselves, see ELM 313.6.

.663 All Others. See ELM 313.5 for instructions on disclosure of personnnel information to others.

.67 OPF Disclosure Accounting Provisions

.671 General. The Privacy Act of 1974 requires that custodians of OPFs keep an accurate accounting of every disclosure *except* the following public information: the name, job title, salary, duty status, and dates of postal employment of past and present employees.

.672 All Other Disclosures. *Form 6100-A.* This form is to be used to account for all other disclosures of OPF information, including those to present and former employees. This form should be retained on the right-hand side of the OPF. However, when the OPF is temporarily charged out, the form is retained in the Personnel Office as a *charge out* indicator. **Exception:** Use Form 6100-B to account for disclosures to law enforcement officials.

.673 Disclosures to Law Enforcement Officials. *Form 6100-B.* This form is to be used when OPF information is disclosed to law enforcement officials. This form should be maintained *apart* from the OPF until the folder is transferred. Gaining postal facilities should remove this form from the OPF immediately upon receipt of the folder.

621.7 Disposition of OPFs

.71 Procedures on Separation of Employee

.711 OPF Review

a. Thoroughly review the OPF to ensure that all applicable permanent records listed in 621.42 are included, and are securely fastened to the right side of the folder.

b. Make sure that none of the following are attached to the right side of the folder:

(*1*) Temporary records or exact duplicates;

(*2*) Personnel investigation records;

(*3*) Medical records (except as permitted by 621.42);

(*4*) Disciplinary records that do not support a Form 50;

(*5*) DD-214 or similar military documents. (None of these records should ever be placed in the OPF.)

c. Notify custodians of any personnel investigation records, medical records, injury compensation records, and service record cards. All medical records, except those specified in 621.421, should be removed from the OPF and forwarded to the area postal medical facility for storage. See ELM 314 for disposition of the other records.

Note: Associate offices, after 90 days, send the inactive OPFs to their MSC personnel office. The MSC personnel office will assure that the review as in 621.711 is completed and will send the OPFs to the National Personnel Records Center when a full box (item NSN 8115-00-117-8344) of folders is available.

.712 Separated Employee Not Employed by Another Agency. When employee separates from the Postal Service and is not employed by another agency under the Federal Service:

a. Retain the OPF for 90 days.

b. Review as in 621.711.

c. Send the inactive OPF to:

National Personnel Records Center (CIV)
General Services Administration
111 Winnebago Street
St. Louis, MO 63118-4199

.713 Separated Employee Employed by Another Agency. When separated employee is employed by any other agency within the Federal service:

a. Complete the OPF review as in 621.711.

b. Hold the folder until confirmation of employment is received from the new agency.

c. Process the separation Form 50 at that time, if applicable, to ensure no break in service.

d. Send the OPF to the new employing agency.

.714 Incomplete Folders. If all permanent records have not been received (e.g., Form 2246, *Terminal Leave Worksheet,* which is provided by the PDC), hold the OPF until complete. Dispatch OPFs held for incompleteness only after the missing documents are received.

.715 Employees Awaiting Appeals or Claims. Hold folders for employees who are appealing involuntary separations until the appeals are resolved. Folders for employees whose retirement, insurance or other claims are being adjudicated may also be retained until the claims are resolved.

.716 Casuals and Temporary. Retain folders of casuals or temporary employees, including Christmas hires, for at least 2 years after the date of the last separation, if rehire is likely to occur, unless they are employed by another Federal agency. If this occurs, forward the OPF to the NPRC or appropriate agency. If employee is rehired after the OPF is transferred, recall it from NPRC. Do not create a new OPF. See 621.1.

.717 Employees Entitled to Severence Pay. If employees are entitled to severence pay, hold their OPFs until all severance pay due has been paid, or until notice is received that the individual is reemployed in a position that discontinues the right to further payments from the severance pay fund.

.72 Reassignment of Employees. On reassignment to another postal installation, the records custodian forwards the OPF to the new installation, *always by registered mail,* after making sure:

a. That the right side of the OPF is screened to remove records that should not be there, and to sequence records in the proper order;

b. That the left side is screened to remove temporary material that is of local interest.

.73 Forwarding Loose Papers to NPRC. If additional records are discovered after an employee's OPF has been transferred to NPRC, forward those of permanent value, essential for inclusion in the OPF, to NPRC. Good OPF maintenance procedures should reduce the number of loose records to a minimum. Each loose record so forwarded must show the following information:

a. Employee's full name.

b. Date of birth.

c. Social Security Number.

d. Date of separation.

e. Installation from which separated.

.74 Requests for Information from Transferred OPFs. See ELM 313.72 for procedures for allowing individuals to review their OPFs following transfer of the OPF to NPRC.

622 Other Authorized Personnel Record Systems

Exhibit 622 shows the authorized record systems with personnel information maintained at field installations throughout the Postal Service. (Those maintained only at Headquarters are not listed.) The exhibit provides the USPS Privacy Act Record System Number and the general types of records maintained. A description of each system can be found in the Administrative Support Manual (ASM) in Appendix B. See part 621 of this handbook for detailed information on OPFs. See ELM 314 for additional information about medical records, OWCP records, and preemployment and other investigative records.

Record System	Types of Records
Personnel Records	
120.020	Blood Donor Records System
120.035	Employee Accident Records
120.036	Discipline, Grievance, and Appeal Records for Non-Bargaining Unit Employees
120.040	Employee Job Bidding Records
120.050	Employee Suggestion Control
120.060	Employment and Financial Interest Records
120.070	General Personnel Folders (Official Personnel Folders and Records Related Thereto)
120.090	Medical Records
120.098	Office of Workers' Compensation Program (OWCP) Record Copies
120.099	Injury Compensation Payment Validation Records
120.100	Performance Awards System Records
120.110	Preemployment Investigation Records
120.120	Personnel Research and Test Validation Records
120.121	Applicant Race, Sex, National Origin, and Disability Status Records
120.130	Postmaster Selection Program Records
120.140	Program for Alcoholic Recovery (PAR)
120.151	Recruiting, Examining and Appointment Records
120.152	Career Development and Training Records
120.153	Individual Performance Evaluation/Measurement
120.170	Safe Driver Award Records
120.180	Skills Bank (Human Resources)
120.190	Supervisors Personnel Records
120.210	Vehicle Maintenance Personnel and Operators Records
120.220	Arbitration Case Files
120.230	Adverse Action Appeals (Administrative Litigation Case Files)
120.240	Garnishment Case Files
Finance Records	
050.010	Employee Travel Records
050.020	Payroll System Records
050.040	Uniform Allowance Program Records
Equal Employment Opportunity Records	
030.010	EEO Discrimination Complaint Investigation Records

Exhibit 622. Authorized Record Systems with Personnel Information

630 Late Personnel Action Reporting System

631 Overview

631.1 Problem Definition

Many personnel recording problems, payroll adjustments, delayed retirement processing, leave adjustments, etc., are caused by Forms 50 not being processed on time. A Form 50 is late when it is processed through the PDC too late to meet the pay period in which the action was to become effective. For the action to be processed on time, and to allow for unexpected error correction, Forms 50–A and B must be received at the ELRIC at least 5 days before the effective date of the personnel action.

631.2 Objective

The Late Personnel Action Reporting System provides management at Headquarters, region, district, and MSC, with reports that identify specific late personnel actions and define the processing steps which caused the actions to be late. Corrective action may then be initiated from MSC, district, region, or Headquarters, to improve the promptness of future personnel actions.

631.3 Responsibilities

These procedures apply to:

a. Headquarters Employee Relations Department, Management Information Systems Department, and Payroll Systems Department;

b. Regional Directors of Employee & Labor Relations; Payroll Coordinators; and Directors of Finance.

c. District managers; and

d. MSC managers.

632 Reports Processing

632.1 ELRICs

.11 Reports Produced. Every pay period, each ELRIC produces three *Late Personnel Action Reports:*

a. MSC Listing (TR 90–20).

b. District Listing (TR 90–21).

c. Region Listing (TR 90–22).

.12 Distribution. The ELRICs distribute one copy each report as follows:

To:	*Report*
MSC Manager	MSC Listing (separated for distribution to appropriate MSCs)
District Manager	District Listing MSC Listing (both separated for distribution to appropriate districts)
Regional Director, Finance	District Listing Regional Listing
Regional Director, E&LR	MSC Listing District Listing Regional Listing
HQ Employee Relations Dept.	District Listing Regional Listing Headquarters Listing
HQ MISD	Regional Listing
HQ Payroll Systems Dept.	District Listing Regional Listing
HQ Office of Human Resources	Headquarters Listing

.13 HQ Reports. All Headquarters consignees receive their reports from the Headquarters ELRIC. Reports can be made available by contacting the Manager, Information Center Branch.

.14 Production Method. Reports are produced from data coded on the Forms 50–A or B by the field. The ELRIC enters the data from the Forms 50–A or B, including (a) the date the action was authorized by the installation head, (b) the date the Form 50–A or B is received by the ELRIC, and (c) the date that the ELRIC transmits the data to the PDC. Certain information from each transaction is stored in an ELRIC Tracking System master file at the ELRIC. When Forms 50 are received from the PDC, the ELRIC extracts additional data from the printed Forms 50, and completes the record in the ELRIC Tracking System master file. At the end of each pay period, ELRICs produce the Late Personnel Action Reports.

632.2 PDC

The PDC processes the data sent by the ELRICs, producing the Form 50, *Notification of Personnel Action.* This form includes the date that the PDC processed the data. These Forms 50 are then transmitted to the regional ELRIC for printing and distribution to the MSCs.

633 Reports Procedures

633.1 TR 90–20 (MSC Listing)

.11 Description. See Exhibit 633.1 for sample listing. Printed lines 1–6 contain a standard report heading which includes the pay period, inclusive dates, MSC, District, and the date that the ELRIC produced the report. Lines 7–13 are the report narrative describing which personnel transactions are listed in the report and the criteria for determining lateness. Lines 14–17 are column headings for data from each recorded late Form 50–A or B. The second part of the report is printed in columns, as follows:

Column	*Description*
Finance Number	Finance number of employing office of employee whose action was recorded late (element 56).
SSN	Social Security Number of employee (element 3).
NOA	Nature of Action Code (element 79).
Effective Date	Effective date of the action (element 1).
PO Date Authorized	Date entered by originating office in the date box to the right of the authorized signature. This date is keyed in at data entry time and stored on the ELRIC Tracking System master file. When the Form 50 is printed, however, the date entered in this box is the date the action was processed at the PDC.
ELRIC Date Received	The date that the ELRIC received the Form 50-A or B from the field in the mail. The ELRIC stamps this date on the Form 50-A or B, but the date is not printed on the Form 50.
ELRIC Date Entered	The date ELRIC enters the Form 50-A or B into the system, entered automatically by the data entry system, but not printed on the Form 50.
ELRIC Date Transmitted	The date ELRIC transmits the Form 50-A or B data to the PDC.
PDC Date Processed	The date the PDC processes the action. This date prints in the date box to the right of the authorized signature on the Form 50 employee and OPF copies, but not on the processing copy.
Missed Effective PP	This column will be blank if the personnel action was processed in the effective pay period. The word *missed* will print if the Form 50-A or B data was processed at the ELRIC after the cutoff date for processing actions. *Example:* The effective date of the action is 11/17/79 (PP 25), but the action is not processed at the ELRIC until 12/03/79 (PP 26). Since the effective date of the action is before 12/01/79 (the first day of PP 26), the message *missed* will print.
Cause of Lateness	*Field, ELRIC* or *PDC* prints to indicate the cause of late actions (see 633.12).

.12 Causes of Lateness.

.121 Field-Caused. The message *field* printed here indicates a late action caused by the field, either because the action was received at the ELRIC fewer than 5 days before the effective date, or in the case of NOA Code 002 (Correction), because the action was not processed in the effective pay period. *Example:* The effective date of the action is 11/17/79 (PP 25). The date that the ELRIC received it is 11/15/79. Since this action should have been received at the ELRIC no later than 11/12/79, this is a *field*- caused late action. Field late actions can be caused by late initiation at the originating office, or by delay during review at the MSC, district, or region.

.122 ELRIC-Caused. The message *ELRIC* printed here indicates an action received 5 or more days before the effective date, but not processed and transmitted to the PDC in time to meet the effective pay period processing at the PDC. *Example:* The effective date of the action is 11/17/79 (PP 25). ELRIC receives the action on 11/9/79, but does not transmit the data to the PDC until 11/31/79 (PP 26). This is an *ELRIC*- caused late action.

.123 PDC-Caused. The message *PDC* printed here indicates a late action caused by the PDC. This is normally seen on PDC-generated actions (i.e., actions initiated by or entered into the system by the PDC, without processing through the ELRIC, such as NOA 888 (Step Deferment).

.13 Sequence. The report sequence is SSN within NOA Code, within Finance Number, within MSC code, within District (which is the major sequence). The information for each MSC will start on a new page.

.14 Corrective Action Procedures

.141 Field-Caused. If the word *field* appears in the column *Cause of Lateness,* the MSC manager is responsible for determining the cause, and initiating and monitoring corrective action. The specific cause of lateness should be determined for every field late action on the list. *Note:* It is understood that there are legitimate reasons for lateness, such as resignations without advance notice, corrections to previous Forms 50, etc.

.142 ELRIC Caused. If *ELRIC* appears in the column, the Regional Director, E&LR, is responsible for initiating and monitoring corrective action.

.143 PDC Caused. If *PDC* appears in the column, no action is required at region, district or MSC level.

633.2 TR 90–21 (District Listing)

.21 Description

.211 See Exhibit 633.2 for sample listing. Lines 1–6 contain a standard report header showing pay period, inclusive dates, district identification, and the date ELRIC produces the report. Lines 7–11 are the report narrative, and 12–13 are column headings. The second part of the report is printed in columns as follows:

Column	*Description*
MSC	MSC identification code and name.
NOA	Nature of Action Code
Number Late	The number of late actions pertaining to that NOA within the MSC.
Causes of Lateness:	
Field	Number of recorded late actions caused by the field (associate office, MSC, district, or region) for each NOA within each MSC.
ELRIC	Number of recorded late actions caused by the processing ELRIC, for each NOA within the MSC.
PDC	Number of recorded late actions caused by processing PDC for each NOA within the MSC.

.212 At the end of each MSC listing, three lines will be printed which show (a) the total number of late actions, and total field caused, ELRIC caused, and PDC caused; (b) the percentage of MSC late actions related to total district late actions, and (c) the percentage of MSC late actions related to total region late actions.

.22 Sequence. The report sequence is NOA Code, within MSC code, within district (which is the major sequence.) The information for each district will start on a new page.

.23 Corrective Action Procedures.

.231 Districts. The District Manager reviews this report, looking for prominent MSC problem areas, directing attention to MSCs with a large percentage of district lates. The District Director, E&LR, contacts the appropriate MSC to ascertain what corrective actions were initiated by MSCs with a high incidence of late actions.

.232 Regions. The Regional Diector, Finance, reviews this report looking for NOA Codes with high lateness counts that affect the pay of employees, and coordinates with the Regional Director, E&LR, or the PDC Director to make sure the problems are corrected. The Regional Director, Finance, should contact the Regional Director, E&LR to ascertain what corrective actions were taken to lower the incidence of the late actions.

633.3 TR 90–22 (Region Listing)

.31 Description

.311 See Exhibit 633.3 for sample listing. Lines 1–6 contain the standard report header including pay period, inclusive dates, and the date the ELRIC produced the report. Lines 7–11 are the report narrative and lines 12–13 the column headings. The second part of the report is printed in columns, as follows:

Column	*Description*
District	Districst name
MSC	MSC identification code and name.
Number Late	Total number of late actions of the MSC shown.
Percent of Region Lates	MSC percentage of late actions related to total regional late actions.
Cause of Lateness	Total number of late actions caused by the field, ELRIC, and PDC, indicated for each MSC.

.312 At the end of each district, there will be a district total. The last page of the report will show (a) Total count of all regional actions which missed the pay period; (b) total count of all regional actions recorded as late; and (c) total count of all personnel actions, both on time and late, that were printed at the ELRIC.

.32 Corrective Action Procedures

.321 Region. The Regional Director, E&LR, reviews this report looking for prominent district or MSC problem areas caused by field lateness. This can be quickly identified by looking for high district or MSC error percentage values associated with lines that read *District Total,* or MSC lines with high error percentages caused by field lateness. The regional Director, E&LR, will contact the appropriate district to ascertain what corrective actions were initiated to reduce the incidence of late actions.

.322 Headquarters. The Manager, Information Centers Branch, reviews this report looking for high percentages of late actions caused by ELRIC lateness, and contacts the region to ascertain what corrective actions were initiated to reduce the incidence of ELRIC-caused late actions. The Director, Office of Operations, MISD, reviews this report looking for high percentages of late actions caused by PDC lateness, and contacts the directors of those PDCs to ascertain what corrective actions were initiated to reduce the incidence of PDC-caused late actions. If a detailed listing is needed, the Office of Operations may contact the Information Center Branch.

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ELRIC REPORT #IR90-20-1                    LATE PERSONNEL ACTION REPORT                                   PAGE  1

                                                  MSC LISTING

                                             XXXXXX REGION      ELRIC

                                                PAY PERIOD 17-79
                                           (DATES 07/28/79 TO 08/10/79)

MSC:    111    MSC NAME 1             SI 11111    DISTRICT:  DISTRICT NAME 1                                05-OCT-79
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NOTE:

-EACH LATE PERSONNEL ACTION IS INDIVIDUALLY LISTED, SHOWING SIGNIFICANT PROCESSING DATES, WHETHER OR NOT THE ACTION MISSED
 THE EFFECTIVE PAY PERIOD, AND THE CAUSE OF LATENESS
-ALL ACTIONS EXCEPT NOA 002 AND PDC GENERATED ARE CONSIDERED LATE IF WORKSHEET IS NOT RECEIVED BY THE ELRIC AT LEAST 5 DAYS
 PRIOR TO EFFECTIVE DATE
-NOA 002 (CORRECTION) ACTIONS AND PDC GENERATED ACTIONS  ARE CONSIDERED LATE IF PROCESSED AFTER THE EFFECTIVE PAY PERIOD
-IF THERE IS MORE THAN ONE CAUSE OF LATENESS, THE FIRST ONE, CHRONOLOGICALLY, WILL BE INDICATED

------------------------------------------------------------------------------------------------------------------------
                                               POST
                                               OFFICE        ELRIC      ELRIC      ELRIC         PDC         MISSED        CAUSE
FINANCE                               EFFECTIVE DATE          DATE       DATE       DATE          DATE        EFFECTIVE     OF
NUMBER      SSN              NOA   DATE        AUTHORIZED    RECEIVED   ENTERED    TRANSMITTED   PROCESSED   PAY PERIOD    LATENESS
------------------------------------------------------------------------------------------------------------------------

77-1234     123-45-6789      352   08-03-79    08-02-79      08-06-79   08-06-79   08-06-79      08-08-79                  FIELD

77-2345     234-56-7890      892   07-18-79    07-12-79      07-13-79   08-06-79   08-06-79      08-08-79    MISSED        ELRIC

77-2355     345-67-8901      892   07-14-79    07-31-79      08-03-79   08-06-79   08-06-79      08-08-79    MISSED        FIELD

77-3544     456-78-9012      702   07-28-79    07-30-79      08-06-79   08-06-79   08-06-79      08-08-79                  FIELD

77-3544     567-89-0123      892   07-28-78    07-01-79      08-03-79   08-06-79   08-06-79      08-08-79    MISSED        FIELD

77-6560     678-90-1234      892   07-26-79    07-30-79      08-06-79   08-06-79   08-06-79      08-08-79                  FIELD

77-6820     789-01-2345      702   06-03-78    07-12-79      07-13-79   08-06-79   08-06-79      08-08-79    MISSED        FIELD

77-6820     890-12-3456      892   07-24-79    07-27-79      07-31-79   08-03-79   08-06-79      08-08-79    MISSED        FIELD
```

Exhibit 633.1. Sample MSC Listing

```
ELRIC REPORT #TR90-21-1                    LATE PERSONNEL ACTION REPORT                                          PAGE  1

                                                DISTRICT LISTING

                                              XXXXXX REGION      ELRIC

                                                 PAY PERIOD 17-79
                                           (DATES 07/28/79 TO 08/10/79)


DISTRICT  DISTRICT NAME 1                                                                                      05-OCT-79
------------------------------------------------------------------------------------------------------------------------
NOTE:

-ALL ACTIONS EXCEPT NOA 002 AND PDC GENERATED ARE CONSIDERED LATE IF WORKSHEET IS NOT RECEIVED BY THE ELRIC AT LEAST 5 DAYS
 PRIOR TO EFFECTIVE DATE
-NOA 002 (CORRECTION) ACTIONS AND PDC GENERATED ACTIONS  ARE CONSIDERED LATE IF PROCESSED AFTER THE EFFECTIVE PAY PERIOD
-IF THERE IS MORE THAN ONE CAUSE OF LATENESS, THE FIRST ONE, CHRONOLOGICALLY, WILL BE INDICATED

------------------------------------------------------------------------------------------------------------------------
                                                NUMBER             C A U S E  O F  L A T E N E S S
MSC                          STATE ZIP   NOA    LATE              FIELD         ELRIC          PDC
------------------------------------------------------------------------------------------------------------------------

111-MSC NAME 1                ST 11111    352       1                 1             0              0
                                          702       2                 2             0              0
                                          892       5                 4             1              0

                             TOTAL LATE             8                 7             1              0
                             PERCENT OF DISTRICT LATES:      38.1%
                             PERCENT OF REGION LATES:        10.4%

122-MSC NAME 2                ST 12222    352       1                 0             1              0
                                          830       2                 2             0              0

                             TOTAL LATE             3                 2             1              0
                             PERCENT OF DISTRICT LATES:      14.3%
                             PERCENT OF REGION LATES:         3.9%
```

Exhibit 633.2. Sample District Listing

```
ELRIC REPORT #IR90-22-1                        LATE PERSONNEL ACTION REPORT                                  PAGE  1

                                                     REGION LISTING

                                               AAAAAA REGION       ELRIC

                                                   PAY PERIOD 17-79
                                              (DATES 07/28/79 TO 08/10/79)

                                                                                                            05-OCT-79
-------------------------------------------------------------------------------------------------------------------------
NOTE:

-ALL ACTIONS EXCEPT NOA 002 AND PDC GENERATED ARE CONSIDERED LATE IF WORKSHEET IS NOT RECEIVED BY THE ELRIC AT LEAST 5 DAYS
 PRIOR TO EFFECTIVE DATE
-NOA 002 (CORRECTION) ACTIONS AND PDC GENERATED ACTIONS  ARE CONSIDERED LATE IF PROCESSED AFTER THE EFFECTIVE PAY PERIOD
-IF THERE IS MORE THAN ONE CAUSE OF LATENESS, THE FIRST ONE, CHRONOLOGICALLY, WILL BE INDICATED

-------------------------------------------------------------------------------------------------------------------------
                                                      NUMBER        PERCENT OF          C A U S E   O F   L A T E N E S S
DISTRICT           MSC                     STATE ZIP  LATE          REGION LATES     FIELD           ELRIC             PDC
-------------------------------------------------------------------------------------------------------------------------

                      -MISC 999 MSC CODE                1              1.3%             1               0                0
                   DISTRICT TOTAL                       1              1.3%             1               0                0


DIST NAME 1        111-MSC NAME 1           ST 11111    8             10.4%             7               1                0
                   122-MSC NAME 2           ST 12222    3              3.9%             2               1                0
                   133-MSC NAME 3           ST 13333    1              1.3%             1               0                0
                   144-MSC NAME 4           ST 14444    1              1.3%             1               0                0
                   155-MSC NAME 5           ST 15555    2              2.6%             1               1                0
                   166-MSC NAME 6           ST 16666    1              1.3%             1               0                0
                   DISTRICT TOTAL                      16             20.8%            13               3                0

DIST NAME 2        211-MSC NAME 7           ST 21111    5              6.5%             5               0                0
                   222-MSC NAME 8           ST 22222    8             10.4%             6               2                0
                   233-MSC NAME 9           ST 23333    3              3.9%             2               1                0
                   244-MSC NAME 10          ST 24444    4              5.2%             3               1                0
                   255-MSC NAME 11          ST 25555    1              1.3%             1               0                0
                   DISTRICT TOTAL                      21             27.3%            17               4                0


DIST NAME 3        311-MSC NAME 12          ST 31111    6              7.8%             5               0                1
      .
      .
      .
TOTAL MISSED PAY PERIOD              47

TOTAL LATE IN PAY PERIOD             77

TOTAL RECORDS SURVEYED              138
```

Exhibit 633.3. Sample Region Listing

Appendix A
Instructions for Advisory Panel for Initial Level Supervisor Positions

I. Function and Procedures

Function

As members of the advisory panel, you are jointly responsible for reviewing candidates who have been placed on the candidate list, and recommending to the installation head a final list of candidates who are the BEST qualified for the particular supervisor position to be filled.

As a panel, you are expected to make your evaluations and recommendations fairly, objectively, and independently of personal bias or others' undue influence. Your actions will have a significant impact, not only on the quality of postal management, but also on the morale of all the employees in the installation. Under no circumstances may you or other persons make remarks, comments, or notations in workbooks and other application materials. In addition, any information gathered by you is not to be discussed outside of the advisory panel.

Your consideration of candidates' qualifications must be based only on factors which are relevant to the position being filled. You must not consider such irrelevant factors as a candidate's age, sex, color, race, religion, national origin, political affiliation, marital status, physical handicap, or membership or nonmembership in an employee organization.

Procedures

The following steps are to be followed by the advisory panel in identifying the best qualified candidates.

1. Check Material on Hand
2. Identify Job Elements
3. Review Additional Considerations
4. Identify Supplemental Factors (if any)
5. Evaluate Each Candidate
6. Identify Best Qualified
7. Interview Candidates (optional)
8. Recommend Candidates
9. Prepare Vacancy File

Step 1: Check Material on Hand

Make sure you have all the following written material:

a. The authorized position description for the job to be filled.

b. The published qualification standard describing the minimum requirements for that kind of position.

c. A list of supplemental factors (special qualifications relevant to the specific job itself), if any, furnished by the installation head.

d. For each candidate, Form 5941, *Supplemental Factor Documentation* (when there are supplemental factors).

e. For each candidate, a workbook or Form 5942, *Estimate of Potential for Initial Level Supervisor Positions,* containing the candidate's self-evaluation, including supporting documentation.

f. For each candidate, a workbook or Form 5942 containing the evaluation made by the candidate's supervisor, including supporting documentation.

g. For each candidate, a Form 5940, *Biographical Data Summary.*

h. Candidates' Official Personnel Folders (OPF'S).

i. Assessment Profile printout for candidates who were reviewed by the Sectional Review Board.

j. Form 2510–A, *The Interview Checklist* and Form 2510–B, *Composite Interview Appraisal.*

k. Form 2508–A, *Advisory Panel Composite Evaluation Worksheet,* for each candidate.

l. Form 2508–B, *Advisory Panel Summary Worksheet.*

m. Form 2508–C, *Advisory Panel Recommendations to the Installation Head.*

Step 2: Identify Job Elements

The workbooks or Forms 5942 contain a list of job elements against which the candidate and the supervisor have separately evaluated the candidate's level of proficiency. These job elements are the basic requirements for the general kind (or family) of position being filled. List the appropriate job elements in the left column on each Form 2508–A.

Step 3: Review Additional Considerations

On Form 2508–A, under Additional Considerations, there are four factors which must be considered:

a. Interview (optional) - see Step 7.

b. Stress Tolerance Level - that is, the ability to cope with the pressures of the job, such as demands from higher-level managers, complaints, deadlines, several ongoing complex projects; the ability to perform in tension-filled situations, maintaining composure.

c. Attendance Record - that is, demonstrated reliability and dependability in situations pertinent to the job, e.g., punctuality, use of unscheduled absences or use of sick leave.

d. Official Personnel Folder (OPF) - this includes any materials which have been added to the OPF since the candidate has completed a workbook (up-date materials only); for example, job related training courses taken, job related awards received, disciplinary procedures taken against the employee.

Note: These factors are to be considered only as additional considerations and are not to be the sole determining factor(s) in evaluating the candidates. With the exception of the interview, these factors should not be categorized (e.g., highly qualified) but information should be recorded which distinguishes an individual as outstanding or deficient (e.g., superior achievement award or letter of warning.)

Step 4: Identify Supplemental Factors (If any)

Review the supplemental factors (if any) for the specific job. The installation head will give you a copy of the approved supplemental factor request and documentation sent to the Regional Director, Employee and Labor Relations (see 536.3). These factors are to be stated in job related terms indicating a) the knowledge, skills and abilities required for a position and b) how they can be demonstrated through education or experience. If they are not so stated, ask the installation head for clarification.

Make sure that the factors are annotated and approved by the installation head and the Regional Employee and Labor Relations Director.

List the appropriate factors under the job elements in the left column on each Form 2508—A.

Step 5: Evaluate Each Candidate

The panel is now ready to evaluate each candidate in comparison to the position requirements (job elements, additional considerations, and supplemental factors).

Using the supporting statements in the workbooks or Forms 5942, Forms 5940, and the Official Personnel Folders, rate the candidate on each requirement on Form 2508–A. (See Exhibit A–1.) Next to each requirement, check the panel's joint rating for the candidate:

- Exceptionally Qualified
- Highly Qualified
- Qualified
- Not Qualified

If there is insufficient evidence to make an evaluation on any position requirement, so indicate on the worksheet. However, if the evidence is present, but is not clear enough that you can make an evaluation, contact the candidate, the supervisor, references indicated in the workbooks, or any other appropriate source. The panel has as an additional source of information the candidates' Official Personnel Folders.

Ratings are not to be expressed in numbers or quantified in any way.

Step 6: Identify Best Qualified

After Form 2508–A has been prepared on every candidate, you are ready to identify the *best qualified* candidates (that is, those that fall into the highest category). After considering the *total* requirements of the job, show the panel's joint rating of each candidate on Form 2508–B, *Advisory Panel Summary Worksheet.* (See Exhibit A–2.)

Based on the group ratings of each element, place the candidate in one of four categories:

- Exceptionally Qualified
- Highly Qualified
- Qualified
- Not Qualified

Indicate the basis for the category determined on Form 2508–B in the last column.

Step 7: Interview Candidates (Optional)

You are not required to interview any candidates. If the panel so elects, you may interview one, some, or all of the candidates using Form 2510–A, and Form 2510–B. If one candidate in particular category is interviewed, all others in that category should be interviewed. Otherwise, you may be subject to allegations of bias. As a guideline, the panel may elect to limit interviews to all candidates in the highest category as a result of Step 5.

The interview is to be considered only as an *additional* source of information. It is not to be used as the sole determining factor. It can be used:

a. To resolve conflicting or ambiguous information about the candidate.

b. To give the candidate an opportunity to present his or her qualifications orally to the panel.

c. To provide more in-depth information about the candidate's technical knowledge as required for the position.

d. To explore the candidate's desire and willingness to assume the responsibilities of a supervisor position.

e. To determine the candidate's abilities in oral communications or other related attributes, if required for the position.

Refer to Appendix A–II as an aid in identifying areas to cover in an interview. Be sure that all your interview questions are applicable to the candidate's relevant qualifications for the position. If you ask a question of one candidate, then you should ask the same question of all the candidates interviewed.

Step 8: Recommend Candidates

When submitting the names of the recommended candidates to the installation head, list them in alphabetical order. Do not rank-order the candidates, put them in any priority, or express any preferences.

Recommend three candidates for the job. If you are unable to recommend three best qualified candidates, so notify the installation head in writing. Refer to 537.5 for procedures for recommending candidates for more than one vacancy.

In addition, complete Form 2508–C, *Advisory Panel Recommendations to the Installation Head.* (See Exhibit A–3.) In the column "Basis for Recommendation", the panel should clearly explain its recommendations, including special examples of work experience and/or training which distinguish the candidates as best qualified. Form 2508–C, with the two workbooks or Forms 5942, Form 5940 and Form 5941 (if applicable), for each recommended candidate, are furnished to the installation head.

PASS workbooks and Forms 5940 and 5942 for candidates *not* listed on Form 2508–C should be maintained as follows:

a. Present and former supervisors applying for all initial level supervisor positions:

A copy of Forms 5940 and 5942 must be kept in the vacancy file. The original is to be returned to the postmaster's file (see 533.24.)

b. Applicants for PASS positions who are not present or former supervisors:

Workbooks and Forms 5940 are to be returned to the MSC or independent facility reporting directly to the district.

c. Applicants for Written Application positions who are not present or former supervisors:

Forms 5940 and 5942 are to be kept in the vacancy file.

Step 9: Prepare Vacancy File

Prepare a file called the "(Position Title) Vacancy File". The file, to be arranged in the following order, should include only the:

a. Position description.

b. Published qualification standard.

c. Copy of the approved supplemental factor request and documentation sent to the regional E&LR director.

d. Form 5941, *Supplemental Factor Documentation,* for each candidate (filed alphabetically by candidates' last names).

e. Form 2508–A, *Advisory Panel Composite Evaluation Worksheet,* on all candidates (filed alphabetically by candidates' last names).

f. Form 2508–B, *Advisory Panel Summary Worksheet.*

g. Copy of Form 2508-C, *Advisory Panel Recommendations to the Installation Head.*

h. Form 2510–B, *Composite Interview Appraisal,* if the panel conducted interviews.

i. Copies of Forms 5940 and 5942, if appropriate (see Step 8).

j. Vacancy Announcement (for Written Application positions only).

No other documents are included in the vacancy file. The vacancy file is NOT to include copies of supervisors' evaluations, other than Form 5942, or employment records, or notes taken by the panel during an interview. Forward the file to the office which maintains the supervisor candidate list. The vacancy file is retained in that office for two years.

U.S. POSTAL SERVICE

ADVISORY PANEL COMPOSITE EVALUATION WORKSHEET

CANDIDATE'S NAME: Kirk Wills

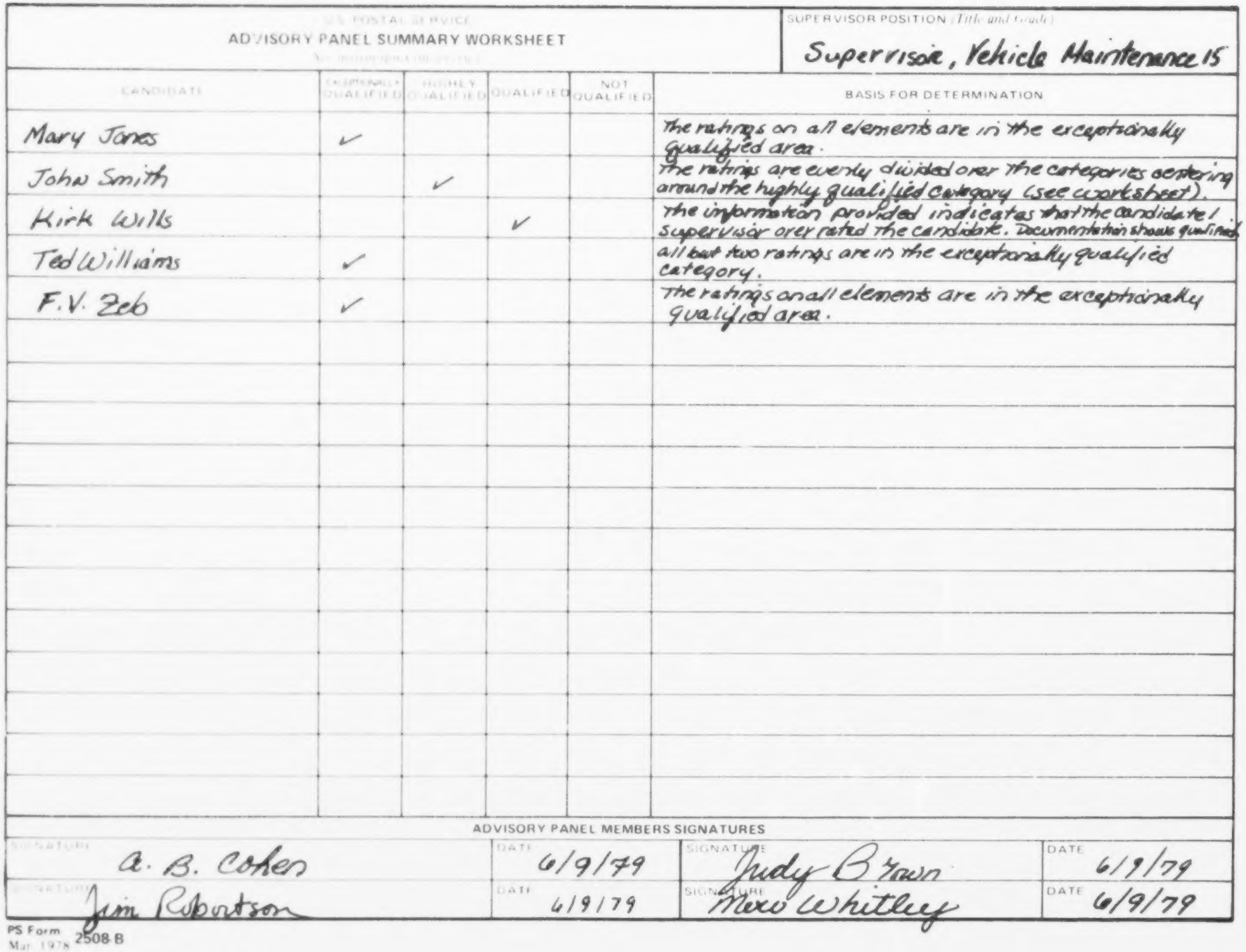
SUPERVISOR POSITION *(Title and Grade)*: Supervisor, Vehicle Main. 15

POSITION REQUIREMENTS (Job Element)	EXCEPTIONALLY QUALIFIED	HIGHLY QUALIFIED	QUALIFIED	NOT QUALIFIED	BASIS FOR DETERMINATION
1. Planning and Scheduling	✓				Documentation shows an extensive amount of planning and scheduling experience performed well
2. Relations with others		✓			Has had limited leadership opportunities, although he gets along well with others.
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
SUPPLEMENTAL FACTORS					

ADDITIONAL CONSIDERATIONS	
INTERVIEW (OPTIONAL)	Shows effective work and problem solving under varied and numerous conditions. Letter of warning for poor attendance verified. Had a preventable accident within the last month. Shows schooling record at PST&DI, night school, and has an effective work record on diesels.
STRESS TOLERANCE LEVEL	
ATTENDANCE RECORD	
OPF *(Up-Date Materials Only)*	

PS Form 2508-A
May 1978

Exhibit A–1. Example of Completed Form 2508–A



U.S. POSTAL SERVICE

ADVISORY PANEL SUMMARY WORKSHEET

[illegible]

SUPERVISOR POSITION (Title and Grade)

Supervisor, Vehicle Maintenance 15

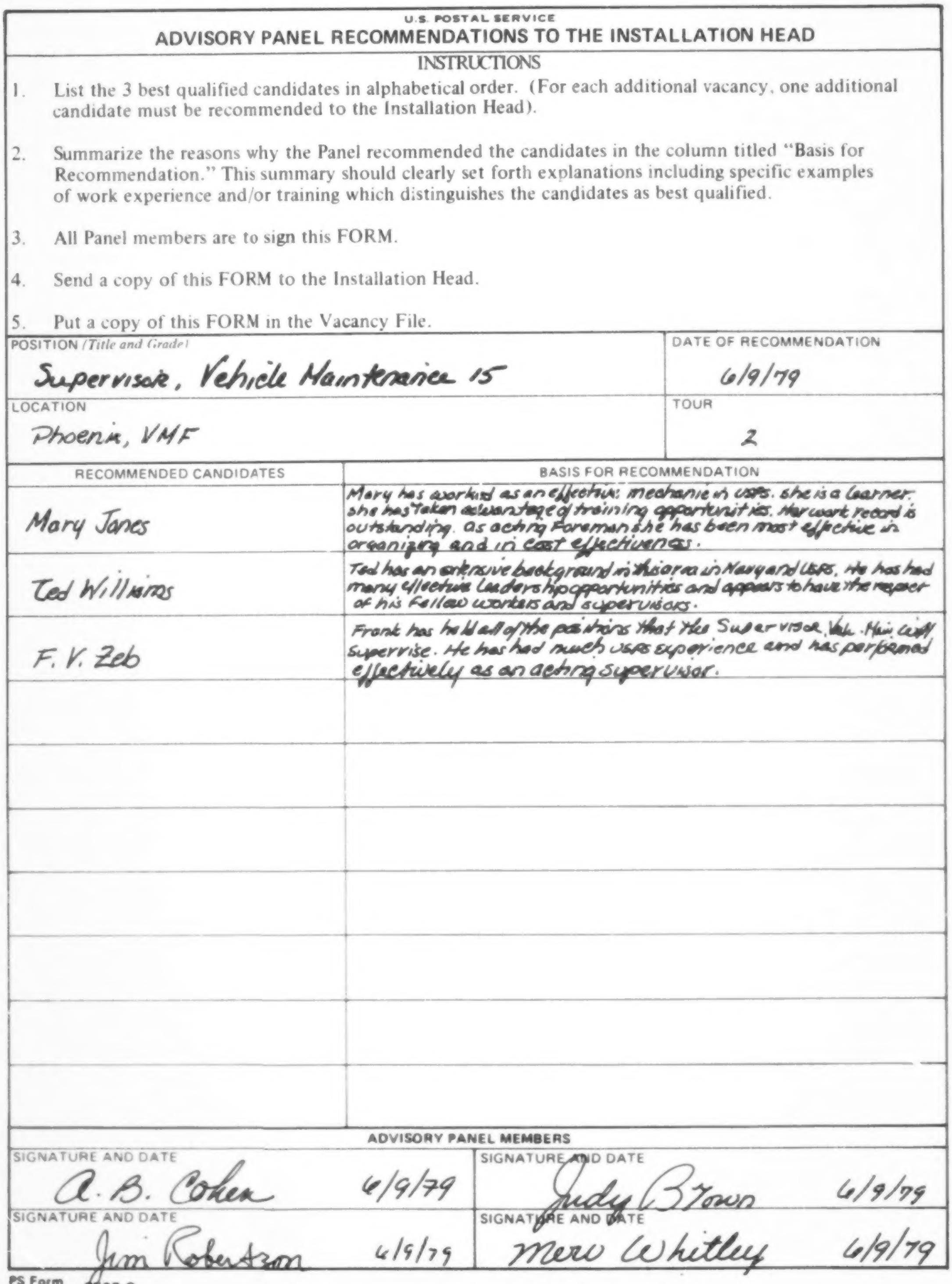
CANDIDATE	EXCEPTIONALLY QUALIFIED	HIGHLY QUALIFIED	QUALIFIED	NOT QUALIFIED	BASIS FOR DETERMINATION
Mary Jones	✓				The ratings on all elements are in the exceptionally qualified area.
John Smith		✓			The ratings are evenly divided over the categories centering around the highly qualified category (see worksheet).
Kirk Wills			✓		The information provided indicates that the candidate/supervisor over rated the candidate. Documentation shows qualified.
Ted Williams	✓				all but two ratings are in the exceptionally qualified category.
F.V. Zeb	✓				The ratings on all elements are in the exceptionally qualified area.

ADVISORY PANEL MEMBERS SIGNATURES

SIGNATURE A. B. Cohen	DATE 6/9/79	SIGNATURE Judy Brown	DATE 6/9/79
SIGNATURE Jim Robertson	DATE 6/9/79	SIGNATURE Mero Whitley	DATE 6/9/79

PS Form 2508-B
Mar. 1978

Exhibit A-2. Example of Completed Form 2508–B



U.S. POSTAL SERVICE

ADVISORY PANEL RECOMMENDATIONS TO THE INSTALLATION HEAD

INSTRUCTIONS

1. List the 3 best qualified candidates in alphabetical order. (For each additional vacancy, one additional candidate must be recommended to the Installation Head).
2. Summarize the reasons why the Panel recommended the candidates in the column titled "Basis for Recommendation." This summary should clearly set forth explanations including specific examples of work experience and/or training which distinguishes the candidates as best qualified.
3. All Panel members are to sign this FORM.
4. Send a copy of this FORM to the Installation Head.
5. Put a copy of this FORM in the Vacancy File.

POSITION *(Title and Grade)* Supervisor, Vehicle Maintenance 15	DATE OF RECOMMENDATION 6/9/79
LOCATION Phoenix, VMF	TOUR 2

RECOMMENDED CANDIDATES	BASIS FOR RECOMMENDATION
Mary Jones	Mary has worked as an effective mechanic in USPS. she is a learner. she has taken advantage of training opportunities. Her work record is outstanding. as acting Foreman she has been most effective in organizing and in cost effectiveness.
Ted Williams	Ted has an extensive background in this area in Navy and USPS. He has had many effective leadership opportunities and appears to have the respect of his fellow workers and supervisors.
F. V. Zeb	Frank has held all of the positions that the Supervisor, Veh. Main. will supervise. He has had much USPS experience and has performed effectively as an acting supervisor.

ADVISORY PANEL MEMBERS

SIGNATURE AND DATE A. B. Cohen 6/9/79	SIGNATURE AND DATE Judy B. Brown 6/9/79
SIGNATURE AND DATE Jim Robertson 6/9/79	SIGNATURE AND DATE Merv Whitley 6/9/79

PS Form 2508-C
Mar. 1978

Exhibit A–3. Example of Completed Form 2508–C

II. The Use of The Interview

A. Introduction

The process of selection and promotion is a major concern to both managers and employees in the USPS. Managers are interested in seeing that the employees who will most effectively perform the duties of the position are advanced. Employees wish to know how the promotion process works and to feel that their knowledge, skills, and abilities are being equally and fairly measured against the most critical elements of the job.

A selection process must be designed and conducted to determine which employees' knowledges, skills, and abilities match the elements most important for successful performance in the job.

An interview is frequently included as one method in the selection process. As such, interviews demand the same rigorous development and structured use as any other selection component. Unfortunately, the interview is often an unstructured process without documented job relatedness, in which minimally trained interviewers attempt to assess the "whole" candidate against the undefined "whole" job during a person-to-person verbal exchange.

The following will attempt to specify and recommend procedures to increase the job relatedness and reliability of interviews used in supervisor selection.

B. Summary of Interview Procedures

Pre-Interview

1. Be sure that all necessary materials and forms are available (i.e., Forms 2510–A and 2510–B).
2. Review the factors to be evaluated during the interview.
3. Prepare Interview Questions (see section D and Exhibit A–4).
4. Arrange room for interview.

During Interview

1. Coordinator introduces panel and candidate.
2. Coordinator explains the interview process.
3. Interview panel members ask prepared questions (and follow-up questions).
4. Interview panel members record their observations on Form 2510–A, *Interview Checklist.*
5. Coordinator asks candidate for any additional information the individual would like to add.
6. Coordinator thanks candidate, informs candidate of process to be followed by the advisory panel and asks for any questions.

Post Interview

1. Interview panel members complete Form 2510–A.
2. The interview panel members discuss their observations and assign a group rating to each of the factors on Form 2510–B, *Composite Interview Appraisal.*
3. The interview panel assigns an overall rating to the candidate on Form 2510–B.
4. The interview panel members sign the Form 2510–B and destroy their notes and checklists Form 2510–A.
5. The interview panel coordinator forwards the Form 2510–B to the selecting official when forwarding the advisory panel recommendations.

C. Constructing the Interview

An interview which is as standardized as possible will assure that the same areas are covered for each applicant and will allow each applicant to respond to the same types of questions. The effort should include the following considerations:

Composition of the Interview Panel. Unless the number of candidates or some other factor makes it impossible, the same panel of interviewers should be used for all candidates. This will provide for more consistent ratings.

Location. A difference in interview setting (e.g., a private office vs. a stark and formal testing room) can create very different reactions in both the candidates and the interviewers. The setting should not be stilted or formal. It should be conducive to relaxed and open conversation, free from distractions and disturbing noises. Normally, each candidate will be interviewed in the same setting.

Seating Arrangement. The way the interviewers and candidates are seated gives a certain rapport in the interview. If the interviewers are seated behind a table at the front of a room with a chair for the candidate several yards in front of them, the candidate is likely to feel that an interrogation is taking place. A less formal arrangement would help the candidate relax. The seating arrangement should be similar for each candidate.

D. Developing Questions

A set of interview questions should be developed for each factor to be assessed in the interview. These questions should provide the broad framework for the interview and should be the same for each candidate. Interviewers may need to pursue some questions further with individual candidates for purposes of clarification or to obtain sufficient information on which to base a rating.

The questions developed for each element should be designed to allow the candidates to demonstrate their ability on a given factor. These questions may include hypothetical situations which would allow the candidates to express the major considerations in a situation or problem and to recommend a course of action. The questions should provide sufficient information regarding the situation, and should not include controversial or moral judgments. The candidate should be able to reason and apply logical solutions with the information provided. The interview panel should carefully observe and listen to the logic and thoroughness of the analysis and presentation, and record specific information supporting their rating.

Other factors, such as the ability to communicate effectively, can be directly observed during the entire interview.

The interview questions should not automatically trigger a socially acceptable response (e.g., "Do you like working with people?"). An open-ended question such as "Tell us about your experience dealing with the public," or a hypothetical situation question will elicit more information. The candidate should be rated on the ability to *explain* the process or knowledge.

A sample Interview Question Outline can be found in Exhibit A–4. Persons familiar with the jobs in question (e.g., supervisors or higher-level employees in the same functional area) are often helpful in coming up with hypothetical questions that are typical of actual job situations.

E. Conducting the Interview

Interviews should be scheduled in equal time intervals to allow each candidate the same amount of time. In addition, enough time should be provided for the interview panel to record notes and information and to rate a candidate before the next interview begins.

All candidates within a given category should be interviewed, e.g., all exceptionally qualified candidates within the *excellent* category or all candidates within the *excellent* category.

Candidates should be welcomed and introduced to the panel by the coordinator. While explaining the process, the coordinator should try to help the candidate to relax. The candidate should be told that the panel will be taking notes during the interview so that ratings can be documented, thus, assuring that all relevant interview information is considered when the panel assigns ratings.

Each interview panel member is responsible for asking the questions assigned by the coordinator. Follow-up questions may be asked by any panel member to get more information pertinent to the factor. Panel members are responsible for assuring themselves sufficient information for making a *documented* rating before proceeding to the next factor. Each interview panel member completes the Form 2510–A on each candidate. Observations should be noted during the interview, but no ratings completed until the candidate leaves the room. Before the questioning is completed, the panel coordinator should inquire if the candidate has any information to add regarding abilities relevant to the position.

When the questioning is completed, the coordinator should thank the candidate, summarize what will happen next, and answer any questions from the candidate. After the candidate has left, each interview panel member individually notes on Form 2510–A what was observed and learned about the candidate on each element.

F. Assessing the Interview

Four factors will be assessed during the interview:

1. The ability to analyze problems;
2. The ability to make proper judgments;
3. Human relations; and
4. The ability to communicate effectively.

The four factors represent job-related supervisor abilities which can be observed or identified as candidates respond to prepared questions. The four factors are defined as follows:

1. *Analyzing Problems:* Ability to apply skills and knowledges gained to work problem areas.
2. *Judgment:* Ability to arrive at an appropriate action after weighing the alternatives.
3. *Human Relations:* Ability to get along with people, ability to relate well to others and deal tactfully with others.
4. *Effective Communication:* Ability to express ideas clearly, logically and in correct grammatical style.

Each of the four factors will be rated on the Form 2510–A for each candidate by each of the panel members. During the interview, each member of the panel records observations and responses to questions without forming conclusions or giving a final appraisal. After the interview is completed, and by referring to the interview notes, each panel member should check the descriptions on the checklist which apply to the candidate.

After all of the panel members have completed Form 2510–A, they should discuss their observations and a summary (group decision) should be recorded on the Form 2510–B. All of the interview panel members should sign the Form 2510–B. After the Composite Interview Appraisal is completed, the interviewers are to destroy their Forms 2510–A.

The Forms 2510–B for the recommended candidates should be forwarded to the selecting official.

Sample Interview Question Outline

Analyzing Problems

1. Can you tell us about any job-related training experiences in which you have participated?

   Follow-Up Questions:
   Were you able to apply the training to your work situation?
   How?
   Why not?
   How could the training experiences have been more effective?

2. Suppose the USPS were thinking of changing to a one tour workday. If you were asked to study and recommend how to implement a one tour workday in your area within your installation, how would you go about it? The answer should consider, among other things:

   - Plans to attack the project
   - Objectives of your organization and the USPS objectives
   - Resource utilization
   - Present practices
   - Impact on individuals and the unit
   - Formulating alternatives
   - Implementing the proposal

Judgment

1. How did you determine the family (or specific job) for which you are applying?
2. Assume you are conducting a briefing. One member of the group keeps interrupting the briefings asking numerous questions, very few of which you feel are relevant. Describe how you would handle the situation and why you think it's the best way. The answer should consider, among other things:

   - Who is in the group
   - Size of group
   - Type of briefing
   - Group reaction
   - Who the questioner is
   - Purpose of briefing

3. Tell us about your sick leave record. The answer should include, among other things:

   - Explanation of sick leave usage
   - Implications for the future
   - Sick leave status

Human Relations

1. If you have had experience working with a group to accomplish a common task, tell us about it.

   Follow-Up Questions:
   What part did you play?
   Did you encounter any problems?
   Do you prefer working on a project alone or with others? Why?

2. If you have ever been a leader of a group or committee, tell us what you accomplished.

   Follow-Up Questions:
   - Doing what? (Goal)
   - Paid or volunteer?
   - Did you assign work?
   - Do you have any problems getting members to complete assignments?

3. Let's assume you are working on a project with a completion deadline. Your co-worker on the project is upset with a personal problem and keeps talking about it and neglecting the project to which you are both assigned. Tell us your thoughts and how you would handle the situation.

Effective Communication

1. If any of your previous job duties required you to explain policies or procedures to others, would you please describe these experiences to us.

   Follow-Up Questions:
   Was this in person, by phone or both?
   What type of policies or procedures?
   What types of problems were encountered in explaining the policies or procedures?

2. If you have given any presentations before groups, please describe them.

   Follow-Up Questions:
   Topic and purpose of talk?
   Length of presentation and preparation?
   What was the makeup of the audience?
   How often have you done this?
   How did you know if you accomplished your objectives?

Exhibit A–4. Sample Interview Question Outline

U.S. POSTAL SERVICE
INTERVIEW CHECKLIST
(Use reverse for comments and notes)

CANDIDATE'S NAME John Doe

DATE 6/28/79

1. ANALYZING PROBLEMS: Ability to apply skills and knowledges gained to work problem areas.

- ☐ Failed to relate subject to work applications.
- ☐ Failed to identify the important considerations in problems.
- ☐ Missed major alternatives to solution proposed.
- ☑ Described applications of subject to work situations. Identified difficulties in application.
- ☑ Identified obvious considerations but overlooked other more subtle but relevant aspects of a problem.
- ☑ Consided most but not all key alternatives in answering question.
- ☑ Described practical ways to make subject more relevant to work.
- ☐ Quickly and thoroughly identified problems.
- ☐ Concisely identified key issues relevant to the problem.
- ☐ Considered all major alternatives in assessing the problem.

Able to apply questions but not show the impact of alternatives or decisions

2. JUDGMENT: Ability to arrive at an appropriate action after weighing the alternatives.

- ☐ Offered no deliberate reasons for action.
- ☐ Had difficulty offering a solution to a hypothetical situation.
- ☐ Offered a solution but overlooked important considerations.
- ☑ Failed to recognize relevant consequences of proposed solution.
- ☑ Failed to give logical and reasonable justification for action.
- ☐ Offered general reasons for action but gave no specific reasons for action.
- ☑ Identified a solution but did not weigh it against alternatives.
- ☐ Considered major consequences of proposed solution.
- ☐ Described well-thought-out reasons for action.
- ☐ Identified and justified alternative solutions to the problem.
- ☐ Thoroughly justified proposed solution using logical and persuasive arguments.
- ☐ Brought up subtle but important considerations others might miss.

gave poor justification

3. HUMAN RELATIONS: Ability to get along with people, ability to relate well to others, and deal tactfully with others.

- ☐ Little or no experience working in a group.
- ☐ Indicated problems getting along with others *and* did not recognize need for own improvement from situation.
- ☐ Answers demonstrated lack of awareness of the needs of others.
- ☐ Very passive or uninterested in interview.
- ☐ Demonstrated a condescending attitude.
- ☐ Little patience or tact in answers to questions.
- ☑ Described experiences working as a team member.
- ☐ If past interpersonal problems occurred, showed evidence of learning from experience.
- ☑ Answers indicated awareness of major needs of others but tended to overlook subtleties.
- ☐ Exhibited some shyness and lack of self-confidence but it did not distract appreciably from the interview.
- ☑ Exhibited some brashness or over-confidence but did not distract appreciably from the interview.
- ☑ Described experiences dealing with others as leader, counselor or similar role.
- ☐ If past interpersonal problems occurred, showed evidence of learning from experience and eliminating problem.
- ☐ Established quick rapport with interviewers.
- ☐ Posed and congenial.
- ☑ Answers indicated appreciation of and sensitivity to needs of others in a work situation.

Very concerned about others.

4. EFFECTIVE COMMUNICATIONS: Ability to express ideas clearly, logically and in correct grammatical style.

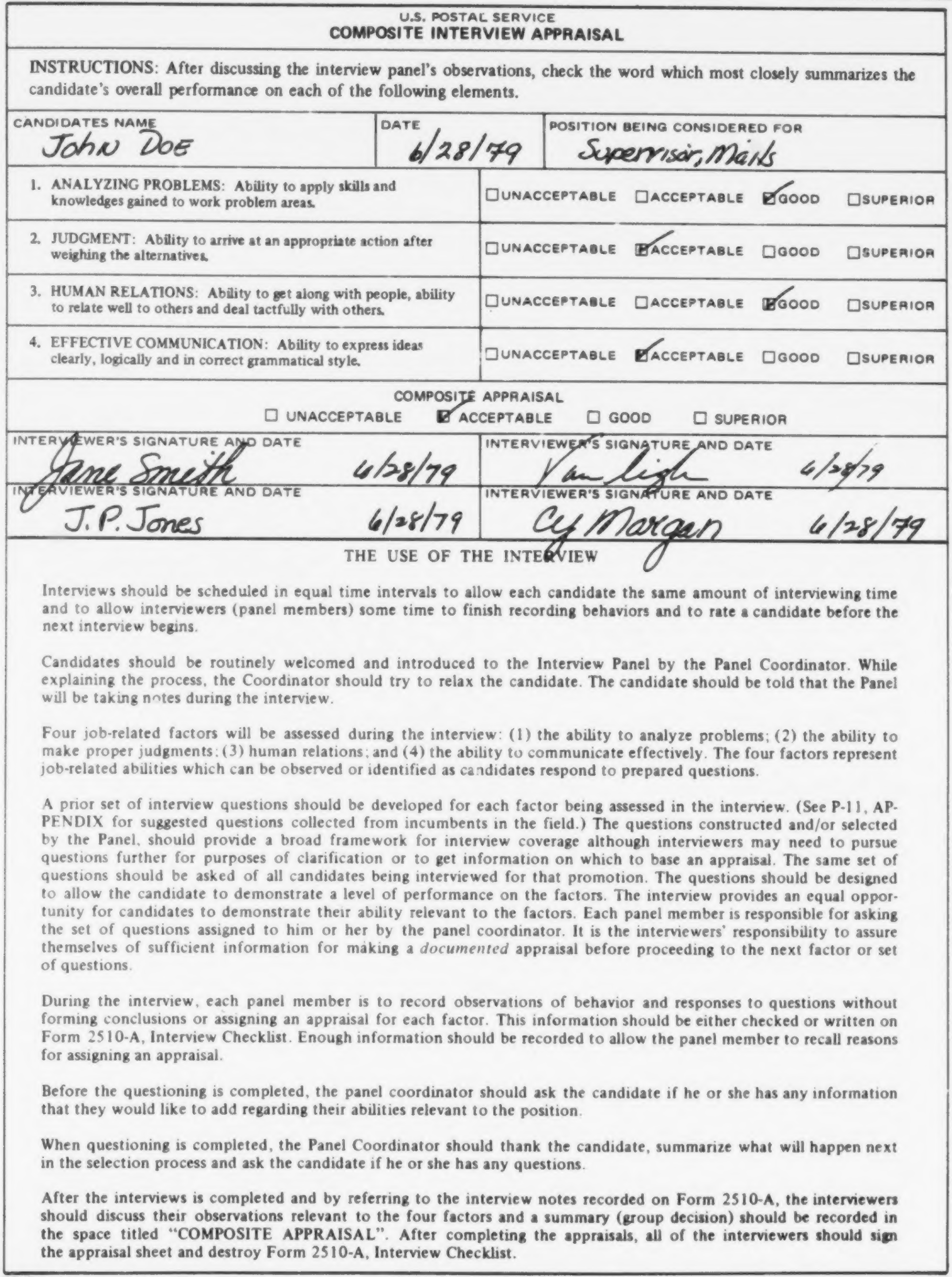
- ☐ Described few or no experiences requiring dialogue with the public.
- ☑ Answers unorganized and cumbersome.
- ☑ Speech difficult to understand because of poor enunciation.
- ☑ Made numerous grammatical errors.
- ☑ Answers long and rambling.
- ☐ Answers short and incomplete.
- ☑ Failed to respond to major points of questions.
- ☑ Answers not directed to the interviewers.
- ☐ Described experience providing the public with directions or routine information.
- ☑ Some digression from the point but answers were generally complete.
- ☐ Speech understandable with few, if any, slurring or mumbling problems.
- ☐ Made only minor grammatical errors.
- ☑ Had minor difficulty organizing answers, especially to longer questions.
- ☐ Answers sometimes directed to the interviewers.
- ☐ Described experiences providing verbal information and answering questions of public.
- ☐ Described interviewing experiences which elicited information.
- ☐ Described public speaking experiences.
- ☐ Answered questions directly and to the point.
- ☐ Spoke clearly and understandably.
- ☐ Used proper grammar.
- ☐ Answers to even long and involved questions were well organized.
- ☐ Answers directed to the interviewers.

PS Form Aug. 1978 2510-A

Exhibit A–5. Sample of Completed Form 2510–A

Appendix A (p.10)

best copy available



U.S. POSTAL SERVICE

COMPOSITE INTERVIEW APPRAISAL

INSTRUCTIONS: After discussing the interview panel's observations, check the word which most closely summarizes the candidate's overall performance on each of the following elements.

CANDIDATES NAME John Doe	DATE 6/28/79	POSITION BEING CONSIDERED FOR Supervisor, Mails

1. ANALYZING PROBLEMS: Ability to apply skills and knowledges gained to work problem areas.	☐ UNACCEPTABLE ☐ ACCEPTABLE ☑ GOOD ☐ SUPERIOR
2. JUDGMENT: Ability to arrive at an appropriate action after weighing the alternatives.	☐ UNACCEPTABLE ☑ ACCEPTABLE ☐ GOOD ☐ SUPERIOR
3. HUMAN RELATIONS: Ability to get along with people, ability to relate well to others and deal tactfully with others.	☐ UNACCEPTABLE ☐ ACCEPTABLE ☑ GOOD ☐ SUPERIOR
4. EFFECTIVE COMMUNICATION: Ability to express ideas clearly, logically and in correct grammatical style.	☐ UNACCEPTABLE ☑ ACCEPTABLE ☐ GOOD ☐ SUPERIOR

COMPOSITE APPRAISAL

☐ UNACCEPTABLE ☑ ACCEPTABLE ☐ GOOD ☐ SUPERIOR

INTERVIEWER'S SIGNATURE AND DATE Jane Smith 6/28/79	INTERVIEWER'S SIGNATURE AND DATE Van ligh 6/28/79
INTERVIEWER'S SIGNATURE AND DATE J. P. Jones 6/28/79	INTERVIEWER'S SIGNATURE AND DATE Cy Margan 6/28/79

THE USE OF THE INTERVIEW

Interviews should be scheduled in equal time intervals to allow each candidate the same amount of interviewing time and to allow interviewers (panel members) some time to finish recording behaviors and to rate a candidate before the next interview begins.

Candidates should be routinely welcomed and introduced to the Interview Panel by the Panel Coordinator. While explaining the process, the Coordinator should try to relax the candidate. The candidate should be told that the Panel will be taking notes during the interview.

Four job-related factors will be assessed during the interview: (1) the ability to analyze problems; (2) the ability to make proper judgments; (3) human relations; and (4) the ability to communicate effectively. The four factors represent job-related abilities which can be observed or identified as candidates respond to prepared questions.

A prior set of interview questions should be developed for each factor being assessed in the interview. (See P-11, APPENDIX for suggested questions collected from incumbents in the field.) The questions constructed and/or selected by the Panel, should provide a broad framework for interview coverage although interviewers may need to pursue questions further for purposes of clarification or to get information on which to base an appraisal. The same set of questions should be asked of all candidates being interviewed for that promotion. The questions should be designed to allow the candidate to demonstrate a level of performance on the factors. The interview provides an equal opportunity for candidates to demonstrate their ability relevant to the factors. Each panel member is responsible for asking the set of questions assigned to him or her by the panel coordinator. It is the interviewers' responsibility to assure themselves of sufficient information for making a *documented* appraisal before proceeding to the next factor or set of questions.

During the interview, each panel member is to record observations of behavior and responses to questions without forming conclusions or assigning an appraisal for each factor. This information should be either checked or written on Form 2510-A, Interview Checklist. Enough information should be recorded to allow the panel member to recall reasons for assigning an appraisal.

Before the questioning is completed, the panel coordinator should ask the candidate if he or she has any information that they would like to add regarding their abilities relevant to the position.

When questioning is completed, the Panel Coordinator should thank the candidate, summarize what will happen next in the selection process and ask the candidate if he or she has any questions.

After the interviews is completed and by referring to the interview notes recorded on Form 2510-A, the interviewers should discuss their observations relevant to the four factors and a summary (group decision) should be recorded in the space titled "COMPOSITE APPRAISAL". After completing the appraisals, all of the interviewers should sign the appraisal sheet and destroy Form 2510-A, Interview Checklist.

PS Form 2510-B
Mar. 1978

Exhibit A–6. Sample of Completed Form 2510–B

Appendix B

Index of Jobs and Required Examinations

Notes: See subchapter 530 for requirements for Initial-Level Supervisor positions. When in doubt about whether an examination is required, contact NTAC.

I. POSITIONS WITH EXAMINATION REQUIREMENTS

Position	Examination
Accountable Paper Supply Clerk	Rated Application
Accounting Technician	A/N 741
Accounting Technician (Cost Ascert)	A/N 741
Analyst, Schemes and Schedules	Rated Application
Architectural Engineer - Staff Consultant	Rated Application
Area Maintenance Specialist	Rated Application
Area Maintenance Technician	Rated Application
Assistant Engineman	M/N 950
Automotive Mechanic	V/N 940, P 941
Automotive Painter	Rated Application
Blacksmith-Welder	M/N 950
Body and Fender Repairman	Rated Application
Budget Assistant	A/N 744
Bulk Mail Clerk	O/N 480
Bulk Mail Dock Clerk	Rated Application
Bulk Mail Technician	O/N 480
Carpenter	Rated Application
Carrier (City, Special, or Special Delivery Messenger	O/N 440
Cleaner	Rated Application
Clerk-Stenographer	O/N 710, 711, 712
Clerk-Typist	O/N 710, 712
Computer Programmer (incl. Jr. & Sr.)	Rated Application
Computer Systems Analyst	Rated Application
Computer Systems Operator (incl. Jr. & Sr.)	Rated Application
Conveyor Mechanic	M/N 900
Custodial Laborer (HQ only)	Rated Application
Custodian	Rated Application
Data Conversion Operator	A/N 714, 720
Distribution Clerk, Machine (MPLSM and SPLSM and trainee)	O/N 400
Distribution Clerk	O/N 440
Distribution and Window Clerk	O/N 421 or 422 or 423, O/N 440
Distribution, Window and Mark-up Clerk	O/N 421 or 422 or 423, O/N 440
Electrical Engineer (and Associate, and Sr.)	Rated Application
Electrical Equipment and Power Engineer	Rated Application
Electrician	Rated Application
Electronics Technician	M/N 500
Elevator Mechanic	M/N 900 and Rated Application
Elevator Operator	M/N P-1 and Rated Application
Elevator Starter	M/N P-1 and Rated Application
Engineman (entrance)	M/N 900
Engineman (inservice)	M/N 950
Facilities Engineering Technician	Rated Application
Fireman	Rated Application
Fireman-Laborer	Rated Application
Garageman	Rated Application and 91
General Mechanic	M/N 935
Label Printing Center Mechanic	M/N 910
Label Printing Technician	Rated Application
Laborer, Custodial	Rated Application
Letter Box Mechanic	M/N 950
Machine Operator	Rated Application
Mail Classification Clerk	O/N 480
Mail Equipment Handler (Mail Equip. Shop only)	Rated Application
Mail Handler	O/N 450, 915
Mailing Requirements Clerk	O/N 480
Maintenance Electrician	Rated Application
Maintenance Mechanic, MPE	M/N 910
Mark-Up Clerk, Automated	O/N 710, 712
Mechanic Helper	Rated Application
Mechanical Engineer (and Associate)	Rated Application
Mechanical Equipment Service Engineer	Rated Application
Medical Officer	Rated Application
Motor Vehicle Operator	Rated Application and 91
Nurse	Rated Application
Office Appliance Repairman	M/N 950

Position	Examination
Office Clerk (inservice)	O/N 710
Office Clerk (entrance)	O/N 710
Office Staff Assistant (Steno)	O/N 710, 711, and 712
Office Staff Assistant (Typist)	O/N 710, and 712
Offset Press Operator	Rated Application
Operator, Sewing Machine	Rated Application
Operator-Varityper	O/N 710, 712
Packer-Shipper	Rated Application
Packer-Warehouseman	Rated Application
Physical Therapist	Rated Application
Plumber	Rated Application
Post Office Clerk	O/N 421 or 422, or 423, O/N 440
Postal Maintenance Trainee	Math, Reading and Mechanical Aptitude
Postal Machines Mechanic	M/N 900
Preventive Maintenance Engineer	Rated Application
Procurement, Property, and Supply Officer (A)	Rated Application
Professional Engineering Positions	Rated Application
Quality Control Analyst	Rated Application
Realty Management - Acquisition Specialist	Rated Application
Records Clerk, International Airmail	A/N 714
Rural Carrier (including substitute and auxiliary)	172/199
Scale Mechanic	M/N 950
Security Police Office	A/N 630
Self-Service Postal Unit Technician	O/N 410
Stationary Engineer	Rated Application
Supervisor, Computer Operations (and LPC)	Rated Application
Telephone Operator	Rated Application
Tool and Die Maker	Rated Application
Tractor Mechanic	Rated Application
Tractor-Trailer Operator	Rated Application and 91
Typist	O/N 710, 712
Typist-Label Printing (entrance)	A/N 720 and Rated Application
Vending Machines Mechanic	M/N 950
Warehouseman	Rated Application
Window Clerk	O/N 421 or 422 or 423, O/N 440

II. POSITIONS BY REQUIRED EXAMINATION

91

Garageman
Motor Vehicle Operator
Tractor-Trailer Operator

172

Rural Carrier
Substitute Rural Carrier
Auxiliary Rural Carrier

199

Rural Carrier
Substitute Rural Carrier
Auxiliary Rural Carrier

O/N 400

Distribution Clerk-Machine, SPLSM (and trainee)
Distribution Clerk-Machine, MPLSM (and trainee)

O/N 410

Self-Service Postal Unit-Technician

O/N 421 or 422 or 423

Distribution and Window Clerk
Distribution, Window and Markup Clerk
Post Office Clerk
Window Clerk

Also, for all employees performing window clerk duties on a regular basis (see Management Instruction EL 730-78-8)

O/N 440

Carrier, City, Special, Special Delivery Messenger
Distribution Clerk
Distribution and Window Clerk
Distribution, Window and Mark-Up Clerk
Post Office Clerk
Window Clerk

O/N 450

Mailhandler

O/N 480

Bulk Mail Clerk
Bulk Mail Technician
Mail Classification Clerk
Mailing Requirements Clerk

M/N 500

Electronics Technician

TEST 545

Qualifying Test for Driver's Road Test Examiner

A/N 630

Security Police Officer

O/N 710

Clerk-Stenographer
Clerk-Typist
Mark-up Clerk—Automated
Office Clerk (entrance and inservice)
Office Staff Assistant (Typist) and (Steno)
Operator-Varityper
Typist

O/N 711

Clerk-Stenographer
Office Staff Assistant (Steno)
All jobs requiring dictation (see Position Description and/or Qualification Standard for individual jobs).

O/N 712

Clerk-Stenographer
Clerk-Typist
Mark-up Clerk—Automated
Office Staff Assistant (Typist) and (Steno)
Operator-Varityper
Typist

A/N 713

All jobs requiring incidental typing (See Position Description and/or Qualification Standard for individual jobs).

A/N 714

Data Conversion Operator
Records Clerk, International Airmail

A/N 720

Data Conversion Operator
Typist, Label Printing (Entrance)

A/N 741

Accounting Technician
Accounting Technician (Cost Ascertainment)

A/N 744

Budget Assistant

M/N 900

Conveyor Mechanic
Elevator Mechanic

Engineman (entrance)
Postal Machines Mechanic

M/N 910

Label Printing Center Mechanic
Maintenance Mechanic, MPE

915

Mailhandler

M/N 935

General Mechanic

V/N 940

Automotive Mechanic

P 941

Automotive Mechanic

M/N 950

Assistant Engineman
Blacksmith-Welder
Engineman (inservice)
Letter Box Mechanic
Office Appliance Repairman
Scale Mechanic
Vending Machines Mechanic

M/N P–1

Elevator Operator
Elevator Starter

Rated Application Examinations

Accountable Paper Supply Clerk
Analyst, Schemes and Schedules
Architectural Engineer-Staff Consultant
Area Maintenance Specialist
Area Maintenance Technician
Automotive Painter
Body and Fender Repairman
Bulk Mail Dock Clerk
Carpenter
Cleaner
Computer Programmer (incl. Jr. & Sr.)
Computer Systems Analyst
Computer Systems Operator (incl. Jr. & Sr.)
Custodial Laborer (HQ only)
Custodian
Electrical Engineer (including Associate & Sr.)
Electrical Equipment and Power Engineer
Electrician
Elevator Mechanic
Elevator Operator
Elevator Starter
Facilities Engineering Technician
Fireman
Fireman-Laborer
Garageman
Label Printing Technician
Laborer, Custodial
Machine Operator
Mail Equipment Handler
Maintenance Electrician
Mechanic Helper
Mechanical Engineer
Mechanical Engineer, Associate
Mechanical Equipment Service Engineer
Medical Officer
Motor Vehicle Operator
Nurse
Offset Press Operator
Operator, Sewing Machine
Packer-Shipper
Packer-Warehouseman
Physical Therapist
Plumber
Preventive Maintenance Engineer
Procurement, Property, and Supply Officer (A)
Professional Engineering Positions
Quality Control Analyst
Realty Management-Acquisition Specialist
Stationary Engineer
Supervisor, Computer Operations
Supervisor, Computer Operations, Label Printing Center
Telephone Operator
Tool and Die Maker
Tractor Mechanic
Tractor-Trailer Operator
Typist-Label Printing
Warehouseman

III. POSTAL DATA CENTER EXAMINATION REQUIREMENTS

A. By Position

Accountant, PDC	A/N 744
Accounting Clerk (Disbursing), PDC	A/N 741
Accounting Clerk (Gen. Accounting), PDC	A/N 741
Accounting Clerk (Payroll Control), PDC	A/N 741
Accounting Clerk, PDC	A/N 741
Accounting Clerk (Vehicle Costs), PDC	A/N 741
Accounting Specialist, PDC	A/N 744
Accounting Specialist (Disbursing), PDC	A/N 744
Accounting Technician, Senior, PDC	A/N 744
Accounts Payable Clerk, PDC	A/N 741
Administrative Clerk, PDC	O/N 710
Audit Clerk (Claims), PDC	A/N 741
Audit, Code, and Correlating Clerk, PDC	A/N 741
Claims and Voucher Examining Specialist, PDC	A/N 744
Claims and Voucher Examining Technician, PDC	A/N 741
Computer Operations Scheduler, PDC	Rated Application
Computer Programmer, (incl. Jr. & Sr.) PDC	Rated Application
Computer Systems Analyst, PDC	Rated Application
Computer Systems Operator, (incl. Jr. & Sr.) PDC	Rated Application
Data Control Tech., Jr., PDC	Rated Application
Data Conversion Operator, PDC	Rated Application
Job Control Specialist, PDC	Rated Application
Junior Accountant, PDC	A/N 744
Money Order Accounting Technician, PDC	A/N 744
Office Services Assistant, PDC	O/N 710
Payroll Adjustment Clerk, PDC	A/N 741
Payroll Adjustment Clerk Group Leader, PDC	A/N 744
Payroll Adjustment Specialist, PDC	A/N 744
Payroll Change Clerk, PDC	A/N 741
Payroll Change Specialist, PDC	A/N 744
Payroll Clerk Senior, PDC	A/N 744
Postal Accounts Clerk, PDC	A/N 741
Postmaster Accounts Reviewer, PDC	A/N 741
Programming Librarian, PDC	O/N 712
Receiving and Storage Unit Technician (Money Order), PDC	O/N 710
Retirement Accounts Assistant, PDC	A/N 741
Retirement Control Clerk, PDC	A/N 741
Retirement Specialist, PDC	A/N 744
Senior Clerk, PDC	O/N 710
Senior Stenographer, PDC	O/N 710, 711, 712
Senior Typist, PDC	O/N 710, 712
Voucher Examining Group Leader (Int. Acct.) PDC	A/N 744

B. By Examination

O/N 710

Administrative Clerk, PDC
Office Services Assistant, PDC
Receiving and Storage Unit Technician (Money Order), PDC
Senior Clerk, PDC
Senior Stenographer, PDC
Senior Typist, PDC

O/N 711

Senior Stenographer, PDC

O/N 712

Programming Librarian, PDC
Senior Stenographer, PDC
Senior Typist, PDC

A/N 741

Accounting Clerk (Disbursing), PDC
Accounting Clerk (Gen. Accounting), PDC
Accounting Clerk, (Payroll Control), PDC
Accounting Clerk, PDC
Accounting Clerk, (Vehicle Costs), PDC
Accounts Payable Clerk, PDC
Audit Clerk (Claims), PDC
Audit Code, and Correlating Clerk, PDC
Claims and Voucher Examining Technician, PDC
Payroll Adjustment Clerk, PDC
Payroll Change Clerk, PDC
Postal Accounts Clerk, PDC
Postmaster Accounts Reviewer, PDC
Retirement Accounts Assistant, PDC
Retirement Control Clerk, PDC

A/N 744

Accountant, PDC
Accounting Specialist, PDC
Accounting Specialist, (Disbursing), PDC
Accounting Technician, Senior, PDC
Claims and Voucher Examining Specialist, PDC

Junior Accountant, PDC
Money Order Accounting Technician, PDC
Payroll Adjustment Specialist, PDC
Payroll Change Specialist, PDC
Payroll Clerk Senior, PDC
Retirement Specialist, PDC
Voucher Examining Group Leader (Int. Acct.) PDC

Rated Applications

Computer Operations Scheduler, PDC
Computer Programmer (incl. Jr. & Sr.), PDC
Computer Systems Analyst, PDC
Computer Systems Operator (incl. Jr. & Sr.), PDC
Data Conversion Operator, PDC
Job Control Specialist, PDC

Appendix C

Examination Supply List

Note: All entrance and inservice examination material is ordered from NTAC, Los Angeles, CA.

Test		Title
Test 091	SQ[1]	Garageman - MVO/TTO
Test 172	SQ	Rural Carrier
Test 199	SQ	Rural Carrier
O/N 400	SQ	ZMT/LSM Operator
O/N 410	SQ	Clerk Technician, SSPC
O/N 421	SQ	Window Clerk, Cat. 1
O/N 422	SQ	Window Clerk, Cat. 2
O/N 423	SQ	Window Clerk, Cat. 3
Test 440	SQ	Clerk-Carrier
Test 450	SQ	Mail Handler
O/N 480	SQ	Mail Classification
M/N 500	SQ	Electronic Technician
Test 545	SQ	Qualifying Test for Driver's Road Test Examiner
O/N 710	SQ	Clerk/Typist - Clerk/Stenographer
O/N 711	SQ	Clerk/Stenographer
O/N 712	ST[2]	Clerk/Typist - Clerk/Stenographer
A/N 713	ST[2]	Incidental Typing
O/N 714	ST[2]	Data Conversion Operator (Typing)
O/N 720	SQ	Data Conversion Operator
A/N 741	SQ	Clerical, Technical, and Administrative Accounting Position
A/N 744	SQ	Clerical, Technical, Administrative and Supervisory Accounting Positions
M/N 900	SQ	Electro-Mechanical (2 Part)
M/N 910	SQ	Maintenance Mechanic, MPE
Test 915		Test of Strength and Stamina (Examiner's Copy)
Test 935	SQ	General Mechanic
V/N 940	SQ	Automotive Mechanic
P 941		Performance Test for Automotive Mechanic
M/N P-1		Elevator Operator and Starter
M/N 950	SQ	Mechanical Aptitude I

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[1] SQ = Sample Questions available

[2] ST = Sample Typing available

Form No.	Title
32B	Label for Return of Test Material to Test Center
32C	Label for Return of Test Material to Test Center Warehouse
2460	Admission Card
2465A	Notice of Rating Card (Employee)
2465B	Notice of Rating Card (Alphabetical)
2465C	Notice of Rating Card (Rating)
2474	Answer Sheet for Test 440 and 450
2475	Time Record Sheet for O/N 400
2475A	Time Record Sheet for Test 440
2476	Time Record Sheet for Test 450
2477A	P.O. Clerk-Carrier Written Examination-Record Card
2477B	P.O. Clerk-Carrier Written Examination-Notice of Rating
2477C	P.O. Clerk-Carrier Written Examination-Register Card
2478A	P.O. Mail Handler Written Test--Record Card
2478B	P.O. Mail Handler Written Test--Notice of Rating
2478C	P.O. Mail Handler Written Test--Register Card
2479AB	Application - Admission Cards
2480	Driving Record
2482	Certificate of Designation (Examinations Specialist and Examination Clerk)
2487	Requisition for Test Materials
2500	Supplemental Experience Statement (Computer Systems Programmer/Analyst/Specialist
2502	Time Record Sheet for A/N-630
2505	Answer Sheet for O/N-400
2511	Time Record Sheet for Test 172
2512	Time Record Sheet for M/N-950
2513	Time Record Sheet for Test 091
2514	Clerk-Carrier Opening and Closing Date Letter
2515	Transmittal of Application Forms & P-203 Envelopes
2523	Time Record Sheet for Inservice Examinations
5906	Supplemental Experience Statement (Nurse)

Form No.	Title
5910	Supplemental Experience Statement (Telephone Oper.)
5911	Answer Sheet for O/N–710 & 711
5912–A	P.O. Clerk/Typist-Clerk/Steno Examination (Record Card)
5912–B	P.O. Clerk/Typist-Clerk/Steno Examination (Notice of Rating)
5912–C	P.O. Clerk/Typist-Clerk/Steno Examination (Register Card)
5913	Supplemental Experience Statement (Cleaner, Cust., Custodial Laborer)
5915	Supplemental Experience Statement (Garageman)
5916	Supplemental Experience Statement (Fireman-Laborer)
5917	Supplemental Experience Statement (General-Mechanic)
5918	Supplemental Experience Statement (Elevator Operator Elevator Starter)
5919	Supplemental Experience Statement (Carpenter)
5920	Supplemental Experience Statement (MVO/TTO)
5921	Performance Sheet
5922	Stenographic Notepaper
5923	Time Record Sheet for O/N–710, 711 and 712
5923–A	Time Record Sheet for O/N–710 and A/N–713
5924–A	Postal Inservice or Entrance Examination (Record Card)
5924–B	Postal Inservice or Entrance Examination (Notice of Rating)
5924–C	Postal Inservice or Entrance Examination (Register Card)
5925	Answer Sheet (General Purpose - 5 Position)
5926	Answer Sheet (General Purpose - 4 Position)
5927	Answer Sheet for Test 199 and 172
5928	Answer Sheet for A/N–741
5931	Examiner's Cost Report
5932	Road Test Checklist
5934	Sectional Review Board Resolution of Ratings (PASS)
5936	Requisition for Supervisor Selection Materials (PASS)
5937	Supervisor Answer Sheets (PASS)
5938	Postmaster Selection (PASS)
5939	Candidate Answer Sheets (PASS)
5943	PASS Transmittal Checklist
5944	Application for PASS for Initial Level Supervisor
5952	Answer Sheet for M/N–950

Appendix C. (p.2)

Appendix D
Sample Letters

Sample letters to an applicant, present or former employers, or references are shown in this Appendix. The sample letters may be modified as necessary to suit local needs. Samples included are:

D-1.... Inquiry to Present or Former Employers or References
D-2.... Inquiry to Applicant to Secure Additional Information
D-3.... Letter of Inquiry - Conviction Record of Job Applicant
D-4.... Notification of Favorable Suitability Determination
D-5.... Disqualification Based on Information in Application
D-6.... Disqualification Based on Additional Information (D-2)
D-7.... Notification of Medical Unsuitability

Inquiry to Present or Former Employers or References

U.S. POST OFFICE

(Date)

Name of Applicant: ______________________

Social Security No. _______

Position Applied For: ______________________

Dear

The individual named above has applied for a position in the *(Name of Installation)* and has given us your name as either a previous employer or reference. We would appreciate your assistance in evaluating the applicant for employment by answering the following questions and then signing and returning this letter in the enclosed envelope.

1. Has the applicant worked for you? Yes _____ No _____
2. If yes:
   a. What were the dates of employment? ______________________
   b. What was the job? ______________________
   c. If no longer working for you, would you rehire the applicant? Yes _____ No _____

   If "no", why not?
   ____
   ____
   ____
3. If the applicant has not worked for you,
   a. What is the source of your information about the applicant? ______________________
   b. How long have you known (him/her)? ______________________
   c. Is the applicant reliable and dependable? Yes _____ No _____
   d. Would you recommend the applicant for Postal Service employment? Yes _____ No _____

   If not why not? ______________________
   ____

Appendix D-1. Sample Letter of Inquiry (p.1)

4. We are interested in the applicant's possession of the following skills, knowledges, and other abilities. For each item, indicate by a check mark in the proper box your evaluation.

Knowledge, skill, or ability :	Above Average	Average	Below Average	Unknown
____________________	☐	☐	☐	☐
____________________	☐	☐	☐	☐
____________________	☐	☐	☐	☐

Please make any job-related comments you wish about the applicant's qualifications:

____

____

____

____

____

Signed ______________________________ Date __________

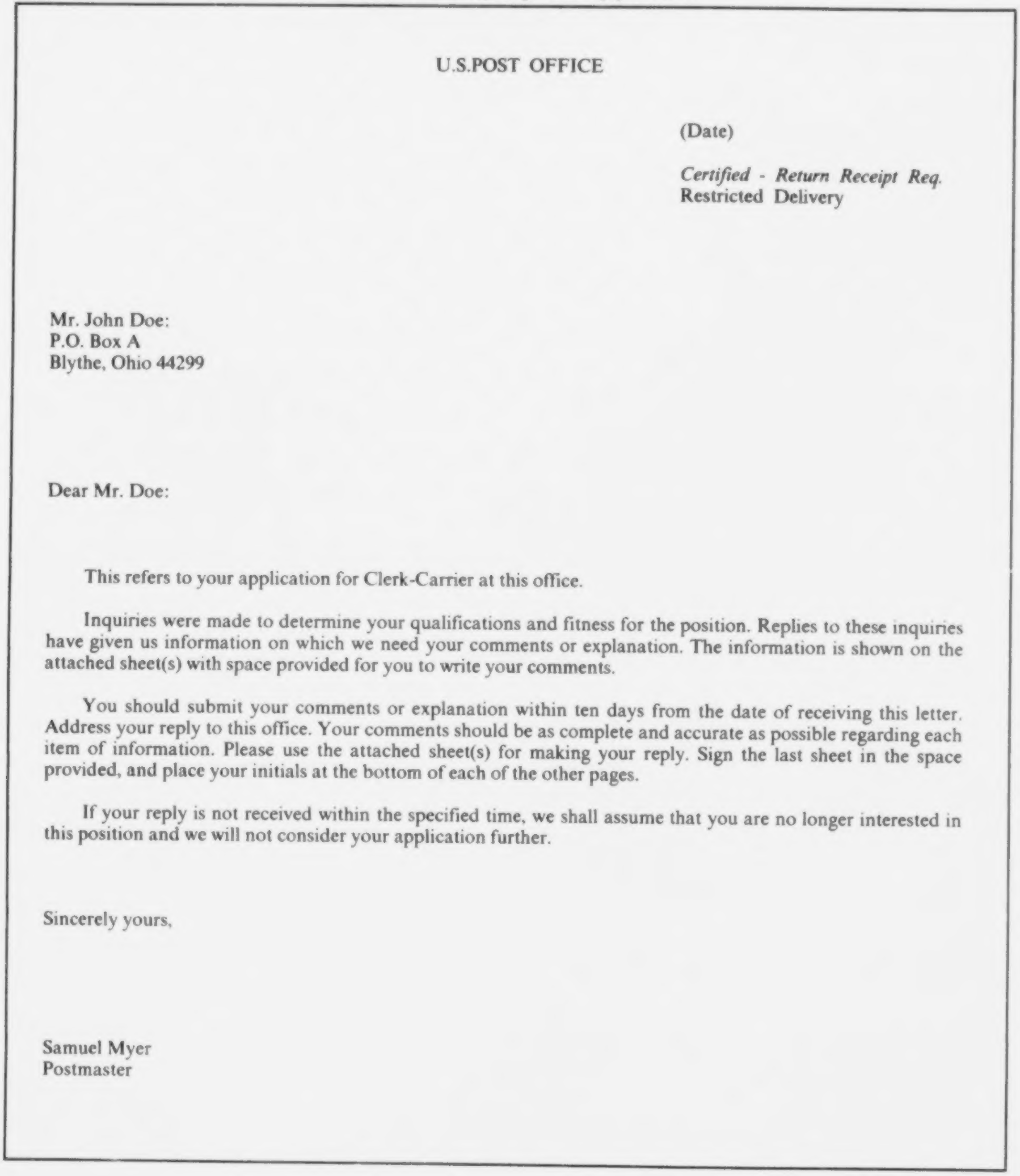
Thank you for your assistance.

Sincerely,

Samuel Myer
Postmaster

Appendix D-1. Sample Letter of Inquiry (p.2)

Letter of Inquiry to Applicant



U.S.POST OFFICE

(Date)

Certified - Return Receipt Req.
Restricted Delivery

Mr. John Doe:
P.O. Box A
Blythe, Ohio 44299

Dear Mr. Doe:

This refers to your application for Clerk-Carrier at this office.

Inquiries were made to determine your qualifications and fitness for the position. Replies to these inquiries have given us information on which we need your comments or explanation. The information is shown on the attached sheet(s) with space provided for you to write your comments.

You should submit your comments or explanation within ten days from the date of receiving this letter. Address your reply to this office. Your comments should be as complete and accurate as possible regarding each item of information. Please use the attached sheet(s) for making your reply. Sign the last sheet in the space provided, and place your initials at the bottom of each of the other pages.

If your reply is not received within the specified time, we shall assume that you are no longer interested in this position and we will not consider your application further.

Sincerely yours,

Samuel Myer
Postmaster

Appendix D-2. Sample Letter—Request for Applicant's Comments. (p.1)

Statement to Accompany Letter of Inquiry

U.S.POST OFFICE

Information Disclosed by Inquiries in the Case of

John Doe

(Name)

1. On your application for clerk-carrier you answered "no" to the question regarding your history of criminal conviction. The records of the Chicago Police Department show the following conviction of a person with a name identical or similar to yours:

January 4, 1976- Convicted of armed robbery in Chicago, IL. Sentenced to two years in the Cook County Prison and released on probation, March 30, 1977.

You are being given this opportunity to submit any comment or explanation you wish to make concerning this matter, and the apparently intentional false statement on your application.

In support of your comment or explanation, you may submit documentation from court records, probation or parole officers or other sources.

It is the policy of the Postal Service to evaluate the employability of each job applicant with a criminal record individually. The mere fact that an applicant has a criminal record does not automatically disqualify him or her from postal employment.

(Leave space for answer)

2. On your application for clerk-carrier you indicated that you had not been fired from any job for any reason nor quit after being notified you would be fired. Information has been received to the effect that you were discharged from the position of Warehouse Clerk, Aberdeen Proving Ground, Aberdeen, Md., on June 2, 1976, for illegal use of a Government-owned automobile. We invite your comment concerning this discharge and your apparently intentional false statement in not showing it on your application.

(Leave space for answer)

(Following should go on final sheet)

I have initialed each of the above pages which give my comments concerning matters referred to in the letter of (*postal installation fills in date of letter of inquiry*) from (*postal installation fills in name and title given on letter of inquiry*). I am aware that the statements made by me are a continuation of statements made in my application for employment and that false statements are punishable by law.

____
(Name)

____
(Date)

Appendix D-2. Sample Statement to Accompany Letter of Inquiry (p.2)

Letter of Inquiry

Conviction Record of Job Applicant

U.S. POST OFFICE

(Date)

To: (*Police Department*)

The person identified below has been appointed to, or is an applicant for, the position shown. To help determine whether the person is suitable for postal employment, please search your files for the information requested and report the results on this form as soon as possible. A self-addressed, postage free envelope is enclosed for your reply.

Your cooperation is appreciated.

Name:
Date of Birth:
Social Security Number:
Address:
Position:

Do the records of your office show that the person identified above has ever been convicted for any violation of law or is now under charges for any violation of law?

☐ Yes ☐ No

If your answer is yes, please list the details below:

Date	Age Given	Offense	Disposition

Note: It is not the policy of the U.S. Postal Service to inquire into the arrest records of applicants for employment where the charges arising out of an arrest have been dismissed, there has been an acquittal, the proceedings have otherwise not resulted in a conviction, or where the record of such charges does not contain or reflect an actual conviction on such charges. If possible, please exclude all such charges in the requested conviction record, except those that are still pending.

This information is requested under Federal statute or Executive Order and may be released by criminal justice agencies in accordance with Department of Justice regulations issued by LEAA-28 CFR 20.21(b) (2) and (b)(5).

Sincerely yours,

Postmaster

Appendix D-3. Sample Letter of Inquiry

Notification of Favorable Suitability Determination

(Used after Letter of Inquiry)

U.S. POST OFFICE

(Date)

Clerk-Carrier

Mr. John Doe
P.0. Box A
Blythe, Ohio 44299

Dear Mr. Doe:

In connection with your application for the position shown above, we requested comment or explanation from you concerning certain information received from inquiries made to determine your qualifications and fitness for the position.

After careful consideration of all the facts, including your explanation, the Blythe, Ohio Post Office has decided to accept your application.

Sincerely yours,

Samuel Myer
Postmaster

Appendix D-4. Sample Letter Notifying Applicant of Favorable Suitability Determination

Notification of Disqualification
(Based on Application Information)

U.S.POST OFFICE

(Date)

Mr. John Doe
P. O. Box A
Blythe, Ohio 44299

Dear Mr. Doe:

This refers to your application for Clerk-Carrier dated (*month, day, year*).

On your application you admit a conviction for theft in Washington, D. C., in March 1978, for which you were convicted and received a sentence of 30 days in jail or a fine of $60.

After careful consideration, we have determined that because of your conviction, you are disqualified for employment at present in this position.

You may appeal this decision within 15 days to the Regional General Manager, Employee Relations Division (*specify mailing address*). Any appeal must be in writing, with a copy to this office.

Sincerely yours,

Samuel Myer
Postmaster

Appendix D-5. Sample Letter Notifying Applicant of Disqualification (Nonmedical)

Notification of Disqualification
(Used After Letter of Inquiry)

U.S. POST OFFICE

(Date)

Mr. John Doe:
P.O. Box A
Blythe, Ohio 44299

Dear Mr. Doe:

This refers further to your application for the position of Clerk-Carrier and to our letter of (date) requesting your comments or explanation concerning information secured from inquiries made to determine your qualification and fitness for this position.

After careful consideration of all the facts, including your explanation, we have found that, because of your habitual use of intoxicating beverages to excess, your conviction record, and your false statements in your application concerning the conviction, you are disqualified for employment at present in this position in the Postal Service.

You may appeal this decision within 15 days to the Regional General Manager, Employee Relations Division (*specify mailing address*). Any appeal must be in writing, with a copy to this office.

Sincerely yours,

Samuel Myer
Postmaster

Appendix D-6. Sample Letter Notifying Applicant of Disqualification (Nonmedical)

Notification of Medical Unsuitability

U.S. POST OFFICE

(Date)

Mr. John Doe
P.O.Box A
Blythe, Ohio 44299

Dear Mr. Doe:

You have been found medically unsuitable for the position of Mailhandler, and your name has been removed from the active register of eligibles.

A review of your medical records and evaluation by our Medical Officer revealed recurrent dislocations of your left shoulder. This condition is not compatible with the strenuous activities required for this position, which includes heavy lifting, pushing, pulling, repetitive stretching and reaching. Under these conditions, postal employment would place your personal health and safety in jeopardy.

You may appeal this determination within 15 calendar days from the date of this letter to the Regional General Manager, Employee Relations Division, (*room number, address, city, state* and *ZIP Code*).

Any appeal must be in writing, with a copy to this office. Your appeal letter to the region should include the name of this office.

There is no hearing in the appeal process. You may include additional medical or other relevant information in support of your appeal. The Regional Medical Director will review your files and any additional information you submit and make a determination. The best evidence is the objective medical findings from a board certified specialist in the field that deals with your particular problem, or a current evaluation from the Veterans Administration if you are receiving disability compensation.

I sincerely hope you have or will find suitable employment which is rewarding to you. Thank you for your interest in employment with the Postal Service.

Sincerely,

Samuel Myer

Postmaster

Appendix D-7 Sample Letter to Eligible Found Medically Unsuitable

Appendix E

Forms

I. Alphabetical List of Forms

Title	Form No.
Acceptance Letter	2459
Acceptance of Medical Treatment by a USPS Medical Facility	1709
Advisory Panel Composite Evaluation Worksheet	2508–A
Advisory Panel Recommendations to the Installation Head	2508–C
Advisory Panel Summary Worksheet	2508–B
Agency Request to Pass Over a Preference Eligible or Object to an Eligible	SF–62
Application/Admission Card	2479A/B
Application for Death Benefits	SF 2800
Application for Employment	2591
Application for Permit and Operators Records	4582
Application for Promotion or Assignment	991–A
Application for Refund of Retirement Deductions, Civil Service Retirement System	SF 2802
Application for Retirement	SF 2801
Appointment Affidavits	61
Assignment Order	1723
Authorization for Medical Report	2488
Authorization for Purchase of U.S. Savings Bond	SF 1192
Call-In Notice	2550
Certificate for Examination Specialist and Clerk	2482
Certificate of Medical Examination	2485
Certificate of Membership in U. S. Civil Service Retirement System	SF 105
Claim for Accidental Dismemberment Benefits	FE–7
Claim for Death Benefits	FE–6
Claim of Designated Beneficiary and/or Surviving Spouse for Unpaid Compensation of Deceased Civilian Employee	SF 1153
Claim for 10-Point Veteran Preference	SF 15
Claim for Unpaid Compensation of Deceased Civilian Employee	SF 1155
Composite Interview Appraisal	2510–B
Designation of Beneficiary	SF 2823
Designation of Beneficiary, Civil Service Retirement System	SF 2808
Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee	SF 1152
Driving Record	2480
Life Insurance Election	SF 2817
Employee's Withholding Exemption Certificate	W–4
Examination Application/Admission Card (In Service)	2460/2460-A
Description and Certification of Enrollment in the FEGLI Program	SF 2817B
Fingerprint Chart	SF 87
Health Benefits Registration Form	SF 2809
Hiring Worksheet	5900
Important Message from your Postmaster	2415
Individual Retirement Record, Civil Service Retirement System	SF 2806
Inquiry Concerning Employee's Demonstration of Physical Ability	5903
Mail Handler Time Record Sheet	2476
Medical Report	2486
Monthly Report of Federal Civilian Employment	SF 113–A
Non-Sensitive Security Clearance	85
Notice of Change in Health Benefits Enrollment	SF 2810
Notice of Completion of Training as Postal Service Road Test Examiner	5907

Title	Form No.
Notice to Federal Employee About Unemployment Compensation	SF 8
Notification of Personnel Action	50
PASS–Profile Assessment System for Supervisors	2465
Physician's Statement in Connection with Application for Total Disability Retirement	SF 2801B
Post Office Clerk-Carrier Written Examination Record Card	2477A
Post Office Clerk-Carrier Written Examination Notice of Rating	2477B
Post Office Clerk-Carrier Written Examination - Register Card	2477–C
Post Office Mail Handler Written Examination Record Card	2478–A
Post Office Mail Handler Written Examination Notice of Rating	2478–B
Post Office Mail Handler Written Examination Register Card	2478–C
Qualification Rating	1796
Report of Non-Bargaining Unit Promotion	5938–X
Request for Deferred Examination Due to Sabbath or Holy Day Observance	5904
Request for Insurance	SF 2822
Request for OWCP Claim Status	2573
Request for Personnel Action - (Current Employee)	50A
Request for Personnel Action - (New Employee)	50B
Request for Personnel Action (Region and Headquarters use only)	SF–52
Request Pertaining to Military Records	SF 180
Request for Preliminary Employment Data	SF 75
Request for VA Medical Survey	5902
Request for Veteran Preference Status	5901
Request to Administer Driver Road Test	5905
Requisition for Test Materials	2487
Road Test Examiner - Instructor's Certificate	5908
Road Test Examiner's Certificate	5909
Security Investigation Data for Sensitive Positions	SF 86
Statement of Prior Federal Civilian and Military Service	144
Superior Officer's Statement in Connection With Application for Total Disability Retirement	SF 2801A
Supplement to Application for Promotion or Assignment	991–B
Test of Strength and Stamina	2481
Time Record Sheet for Examination A/N 630	2502
Time Record Sheet for Inservice Examinations	2523
Time Record Sheet - Mechanical Aptitude Examination	2512
Transmittal of Applications	2483
Transmittal of Medical and Related Documents	SF 2801C
U. S. Government Motor Vehicle Operator's Identification Card	SF 46
Vacancy Announcement	(990)
Waiver of Residency Requirement for Newly Appointed Postmasters	(2519)
ZIP Mail Translator Letter Sorting Machine Operator Time Record Sheet	2475

II. Numerical List of Forms with Description/Use

Form Numbers	Title	Purpose/Description
FE–6	Claim for Death Benefits	Used by surviving spouse, designated beneficiary or other claimants.
FE–7	Claim for Accidental Dismemberment Benefits	Used to claim disability due to accidental dismemberment.
Standard Forms		
SF 8	Notice to Federal Employee about Unemployment Compensation	Explains unemployment privileges.
SF 15	Claim for 10-Point Veteran Preference	Collects data from elegible to document veteran's preference claim.
SF 46	U. S. Government Motor Vehicle Operator's Identification Card	Identifies certified motor vehicle operators.
SF 52	Request for Personnel Action	Use for personnel actions at Regions, and Headquarters.
SF 62	Agency Request to Pass Over a Preference Eligible or Object to an Eligible	Used to notify OPM when it is proposed to pass over or object to a Veteran on the register.
SF 75	Request for Preliminary Employment Data	Used to request employment data from previous post office or agency of employment.
SF 86	Security Investigation Data for Sensitive Positions	Gathers past employment, residence information.
SF 87	Fingerprint Chart	Used to fingerprint applicants (generally only for sensitive positions).
SF 105	Certificate of Membership in U. S. Civil Service Retirement System	Serves as document of membership.
SF 113–A	Monthly Report of Federal Civilian Employment	Used to report accessions of handicapped persons.
SF 180	Request Pertaining to Military Records	To gather information from military records center or applicable service branch on length of service, discharge, etc.
SF 1152	Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee	Used if employee wants to change standard order of precedence.
SF 1153	Claim of Designated Beneficiary and/or Surviving Spouse for Unpaid Compensation of Deceased Civilian Employee	Used by designated beneficiary and/or spouse of deceased employee.
SF 1155	Claim for Unpaid Compensation of Deceased Civilian Employee	Used by claimant, other than spouse or designated beneficiary of deceased employee.
SF 1192	Authorization for Purchase of U. S. Savings Bonds	Used to authorize purchase of bonds through payroll allotments.

Form Numbers	Title	Purpose/Description
SF 2800	Application for Death Benefits	Used if deceased employee had civil service retirement coverage by surviving spouse or other applicant.
SF 2801	Application for Retirement	Used to initiate retirement.
SF 2801-A	Superior Officer's Statement in Connection with Application for Total Disability, Retirement	Solicits supervisor's knowledge of employee's work performance.
SF 2801-B	Physician's Statement in Connection with Application for Total Disability Retirement	Medical documentation of disability.
SF 2801-C	Transmittal of Medical and Related Documents	Used as cover letter for forwarding to data center.
SF 2802	Application for Refund of Retirement Deductions, Civil Service Retirement System	Employee request for retirement withdrawal.
SF 2806	Individual Retirement Record	Record of employment under the Civil Service Retirement System.
SF 2808	Designation of Beneficiary Civil Service Retirement System	Used if appointee desires to change the standard order of precedence.
SF 2809	Health Benefits Registration Form	Used for registration, cancellation or change of plan or option.
SF 2810	Notice of Change in Health Benefits Enrollment	Used to record change in enrollment, particularly change in insurance carrier.
SF 2817	Life Insurance Election	Used to elect, decline, or cancel life insurance coverage.
SF 2822	Request for Insurance	Used to request life insurance if employee previously declined coverage.
SF 2823	Designation of Beneficiary (Life Insurance)	Use, if appointee desires to change the standard order of procedures.
USPS Forms		
Form 50	Notification of Personnel Action	Used to document individual's employment or change in status.
Copy 1		Employee's copy.
Copy 2 (50-A)		Processing copy (for current employees).
Copy 3		OPF copy.
50-B		Processing copy (for new hires).
Form 61	Appointment Affidavit	Requires recent conviction, arrest, employment, and citizenship information. Contains oath of office.
Form 85	Non-Sensitive Security Clearance	Used to obtain security clearance from the Inspection Service for new employees in non-sensitive positions.
Form 144	Statement of Prior Federal Civilian and Military Service	Solicits information on past employment; used to determine creditable service for leave and retirement.
Form 990	Vacancy Announcement	Used to announce non-bargaining unit vacancies.
Form 991-A	Application for Promotion or Assignment	Used to present information on postal and other employment experience and training.

Form Numbers	Title	Purpose/Description
Form 991–B	Supplement to Application for Promotion or Assignment	Employee uses to describe specific qualifications for position desired; supervisor uses for recommendation. (Replaces Form 2577).
Form 1709	Acceptance of Medical Treatment by a USPS Medical Facility	Authorization from employee for nonemergency medical treatment from a USPS medical facility.
Form 1723	Assignment Order	Used as a personnel and timekeeping document for recording detail to higher level position.
Form 1796	Qualification Rating	Used to rate employee's knowledge, skills, and abilities in selected element areas.
Form 2415	Important Message From Your Postmaster	Used as general canvass to solicit clerk/carrier applicants.
Form 2459	Acceptance Letter	Used by candidates for Postmaster positions to accept terms of employment if selected.
Form 2460	Examination Application	Used by employees to apply to take inservice postal examinations.
Form 2460–A	Examination Admission Card	Notice to employee to report for inservice exam and certifies employee for test admittance.
Form 2465	PASS - Profile Assessment System for Supervisors Rating Cards	Used to notify candidates and act as register for promotion consideration.
Form 2475	Zip Mail Translator Letter Sorting Machine Operator Time Record Sheet	Used during exam to record time allowed.
Form 2476	Mail Handler Time Record Sheet for Examiners	Used during exam to record time used.
Form 2477–A	Post Office Clerk-Carrier Written Examination - Record Card	Used for alphabetical filing of eligibles exam score.
Form 2477–B	Post Office Clerk-Carrier Written Examination - Notice of Rating	Sent to applicant as notification of score or ineligibility.
Form 2477–C	Post Office Clerk-Carrier Written Examination - Register Card	Filed by scores, back used as record of actions taken, offers made to eligible.
Form 2478–A	Post Office Mail Handler Written Examination	(as above).
Form 2478–B Form 2478–C	(as above)	
Form 2479–A	Application Card	Used by persons to apply to take entrance postal examinations.
Form 2479–B	Admission Card	Notifies applicant to report for entrance exam and certifies applicant for test admittance.
Form 2480	Driving Record	Used to get information on licensing and past vehicle accidents.
Form 2481	Test of Strength and Stamina	Notification of this additional test requirement.
Form 2482	Certificate for Examinations Specialist and Clerk	Certifies examiner.
Form 2483	Transmittal of Application	Used by examiner when forwarding Forms 2591 to installation head.
Form 2485	Certificate of Medical Examination	Directs physician in areas of medical determination.

Form Numbers	Title	Purpose/Description
Form 2486 ...	Medical Report	Used to gather information from physician when applicant has history of epilepsy, diabetes, or tuberculosis.
Form 2487 ...	Requisition for Test Marerials	Used to order test booklets, time sheets, etc. from NTAC.
Form 2488 ...	Authorization for Medical Report	Authorization by employee, or candidate for release of medical information to USPS.
Form 2502 ...	Time Record Sheet for Examination A/N 630	Used during exam to record time allowed.
Form 2508–A	Advisory Panel Composite Evaluation Worksheet	Used by individual promotion panel members to evaluate candidates on position elements.
Form 2508–B	Advisory Panel Summary Worksheet	Panel Agreement on Candidate Rating.
Form 2508–C	Advisory Panel Recommendations to the Postmaster	Used to send top candidate names and basis for recommendation to installation head.
Form 2510A ...	Interview Checklist	Completed for each applicant interviewed by PASS Advisory Board.
Form 2510–B	Composite Inverview Appraisal	Used by promotion board to appraise candidate.
Form 2512 ...	Time Record Sheet - Mechanical Aptitude Examination - 1	Used during exam to record time allowed.
Form 2519 ...	Waiver of Residency Requirement for Newly Appointed Postmasters	Used by newly appointed postmasters to request a waiver or extension of the residency requirement.
Form 2523 ...	Time Record Sheet for Inservice Examinations	Used during exam to record time allowed. DO NOT USE THIS FORM FOR O/N 400 or A/N 630.
Form 2550 ...	Call In Notice	To notify eligible of interview for a particular type of position. Also includes statement of declination for use by eligible if desired.
Form 2573 ...	Request for OWCP Claim Status	Used to determine if employee currently receiving benefits.
Form 2591 ...	Application for Employment	Used to gather education, past employment, and general history information from applicants.
Form 4582 ...	Application for Permit and Operators Records	Required for employees with driving assignments.
Form 4582–A .	Summary of Driving Record	
Form 4582–B .	Physical Fitness Inquiry for Motor Vehicle Operators	
Form 5900 ...	Hiring Worksheet	Required to be used when filling vacancies, serves as audit document.
Form 5901 ...	Request for Veteran Preference Status	Used to gather information from Veterans Administration.
Form 5902 ...	Request for VA Medical Survey	To gather medical information from Veterans Administration.
Form 5903 ...	Inquiry Concerning Employee's Demonstration of Physical Ability	To gather medical information from other government agencies.
Form 5904 ...	Request for Deferred Examination Due to Sabbath or Holy Day Observance	Collects information for rescheduling of exam due to religious reasons.

Form Numbers	Title	Purpose/Description
Form 5905 ...	Request to Administer Driver's Road Test	Requests road test and transmits pass or fail rating to requestor.
Form 5907 ...	Notice of Completion of Training as Postal Service Road Test Examiner	Used by examiner instructor.
Form 5908 ...	Road Test Examiner Instructor's Certificate	Certifies instructor.
Form 5909 ...	Road Test Examiner's Certificate	Certifies examiner.
Other Forms		
G-3385-F	FEGLI Program Certificate, Regular Insurance	Used for enrollment in regular life insurance plan.
G-3385-OPT(2)	FEGLI Program Certificate, Optional Insurance	Used for enrollment in optional life insurance plan.
W-4	Employee's Withholding Exemption Certificate	Used by employee to indicate preferred withholding increment for Federal income tax.

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